Our mission (what we do):
We develop spiritual leaders with a vision to transform our society

Our vision (what we see):
the Australian community is enriched through the positive impact of healthy, effective churches
... training and equipping missional leaders
What Courses Do We Offer

**Vocational Training**

Certificate III in Christian Ministry & Theology (30771QLD)
Certificate IV in Christian Ministry & Theology (30772QLD)
Diploma of Christian Ministry & Theology (30773QLD)

**Under Graduate Training**

Diploma of Christian Studies
Bachelor of Theology
Bachelor of Ministry

**Post Graduate Training**

Graduate Certificate of Arts
Graduate Diploma of Arts
Master of Arts
Master of Theology
Doctor of Ministry
At ACOM our approach to learning is

† On the job
† Practical
† Flexible
† Missional
Vocational Education Information

• Vocational Education Handbook 2014 contains the information that you need during your course of study
• Updated every year
• Students advised if major updates during the year
• Current version in website resources
  – www.acom.edu.au
VE Handbook Contents

- Welcome to the Australian College of Ministries
- An Introduction to Vocational Education
- Vocational Education & Training
- Pathways
- More Information
- Student Learning
- Learning Environment
  - Student Categories
  - Student Communication
  - Student Feedback
  - Student Orientation
  - Student Study Status
  - Student Support Services
- Who to Contact
- 2014 Vocational Education Key Dates
VE Handbook Contents

• 2014 Vocational Education Fees and Charges
• Fees and Charges Policy and Procedures
• Enrolment Procedures
• Policies
  – Access & Equity
  – Assessment
  – Certification
  – Discrimination, Harassment and Bullying
  – Government Programs Financial Assistance
  – Grievance
  – Health and Safety
  – Language, Literacy & Numeracy in Vocational Education
  – Mutual Recognition
  – Privacy
  – Recognition of Prior Learning
  – Student Records
  – Training Guarantee
VE Handbook Contents

• 2014 Course Summary: Certificate III
  – Overview
  – Subject Outlines: Core Subjects
  – Subject Outlines: Elective Subjects

• 2014 Course Summary: Certificate IV
  – Overview
  – Subject Outlines: Core Subjects
  – Subject Outlines: Elective Subjects

• 2014 Course Summary: Diploma
  – Overview
  – Subject Outlines: Core Subjects
  – Subject Outlines: Elective Subjects
KEY THINGS FOR YOU TO BE AWARE OF AS A STUDENT
Who to contact

There are many people in ACOM who are ready to assist you. For prompt service it is important that you direct your query to the correct contact email.

Refer to Page 7 of the 2014 Vocational Education Handbook
Who to contact

General queries, enrolments, record of results, certificates, finances, Centrelink letters

Ministry Services Team

- info@acom.edu.au
- 1800 672 692
Who to contact

**Moodle**

- Technical support only
  - moodle@acom.edu.au
  - 1800 672 692

TROUBLESHOOT BY REFERRING TO RESOURCES IN MOODLE
Who to contact:

- Learning and assessment support, selecting course of study

If a Direct Student:

- VET Learning Support Manager
  - studentsupport@acom.edu.au
  - Mark Eather
  - 0431 586 522
Who to contact:

- **Learning and assessment support, selecting course of study**

If a **Network Organization Student**:

- **Learning Coach**
  - If they are unable to help then contact your Network Training Coordinator [NTC]
  - If they are unable to help then the **NTC will contact ACOM**
For Network Organization Students:

- VET Learning Support Manager
- Network Training Coordinator
- Learning Coach
- Students
- Students
- Students
- Students
- Students
- Students
Who to contact

- RPL, credit transfer, variations to assessment, appeals, feedback

- Associate Dean Vocational Education
  - info@acom.edu.au
  - 1800 672 692
Who to contact

Complaints, appeals

Vice Principal

- info@acom.edu.au
- 1800 672 692
Can we contact you?

Have you changed your
• Phone?
• Email?
• Postal address?
• Name?

It is vitally important that we have your current contact details.

Advise us of any changes through info@acom.edu.au
Important Dates For 2014

• Depending on your course of study, you will have different key dates
  ➢ Certificate III and Diploma students will work in semesters
  ➢ Certificate IV students will work in trimesters
### Key dates: Certificate III

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Delivery period 1 commences</td>
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<tr>
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<td>21/02/14</td>
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<tr>
<td>Deadline subject withdrawal without incurring cost</td>
<td>03/03/14</td>
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<tr>
<td>Assessment 1 due</td>
<td>02/05/14</td>
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<td>20/06/14</td>
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<td>Deadline late enrolments</td>
<td>25/07/14</td>
</tr>
<tr>
<td>Deadline subject withdrawal without incurring cost</td>
<td>04/08/14</td>
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<tr>
<td>Assessment 1 due</td>
<td>13/10/14</td>
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<td>Assessment 2 due</td>
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# Key dates: Diploma

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Important Dates For 2014

• If you receive a Centrelink administered payment then you will need to complete your selected course in 12 months to be classified as a **FULL TIME** student

• Refer to P6 of the Handbook for more information
Moodle access

- Works on PASSWORD access
- You retain the same login for the duration of your enrolment with ACOM
- You will receive access to each subject that you have enrolled in by Day 1 of each delivery period
Moodle access

• Refer to the resources in Moodle for assistance in finding your way around Moodle and the materials you need to study each subject.
Study Tips
Plan …

• Make space in your schedule
• The nominated hours per subject includes working through session notes, reading, reflection and discussion, practical activities and preparation for assessment
• Generally 8 sessions per subject
• Use your calendar/scheduler to plan study time, assessment time and due dates
• Start assessments early
• Get into good habits NOW!
Tackling an assessment …

- Assessment detail in subject introduction
- Assessment summary and due dates in Moodle
- Downloadable response folio in Moodle
- Assessment detail repeated in response folio
- Response folio is as structured as the technique will permit
Tackling an assessment …

• Download RESPONSE folio
• Read the question through all the way
• Read both assessment 1 and 2 so that the scope of the tasks are understood
• Read the conditions and instructions
• Note any instructions specific to the assessment
• Find the references in the session notes that will help respond to the question
Tackling an assessment …

- Map out a plan to answer the question
- Refer to VET Guidelines for Assessment for further assistance
- Check out other resources that may be available
Completing the response …

• Provide evidence of what you say
• Reference all sources
• Note quantity, range and type when specified
• Quotes should not be more than 10% of total response – not included in word count
• Don’t plagiarise!
• Proof read!
Referencing

• Refer to VET Guidelines for Assessment
• Footnoting
• Bibliography
Have you answered all parts of the question?

Have you kept to the topic?
Submitting assessment ...

- Cover sheet is inserted into response folio
- Ensure all areas of the cover sheet are completed
- Signature after the declarations is critical
- Assessor will give feedback and record result
- Resubmission also recorded on this sheet
Submitting assessment ...

• Do not submit as a .pdf or .txt
• PDF exception = workplace logs and supervisor reports that require signatures and scanning
• Submit in original form eg .docx, .pptx, .xlsx etc so that the assessor can readily add comments
POLICIES
Complaints and Appeals

- Students and staff initially resolve at level of incident
- Unresolved complaint or assessment appeal complete complaint or appeal form
- Available from info@acom.edu.au
- Complaints > Vice Principal
- Appeal > Associate Dean Vocational Education
Credit Recognition

•Recognises prior achievement of competency in a unit that IS THE SAME as a unit offered by ACOM in the selected course
•Apply for CREDIT when applying for admission to the course
•Apply BEFORE enrolling in a subject
•For more guidance contact info@acom.edu.au
•Managed by Associate Dean VE
  ✓Certified documents will need to be submitted
Recognition Of Prior Learning

- RPL is an ASSESSMENT process applied to skills and knowledge gained through experience PRIOR to enrolling in the course
- Apply when applying for admission to the course
- Apply **BEFORE** enrolling in a subject
- For more information contact info@acom.edu.au
- Managed by Associate Dean VE
  - Discussion
  - RPL Handbook and Application Package
  - Application and evidence submitted
  - RPL interview may be required
Access and Equity

- Informed of options
- Accessibility of training
- Needs and right of students
- Reasonable adjustment to training and assessment
- Learning environment free from harassment, discrimination and bullying
Student Records

• Written request
  ➢ Personal records
  ➢ Record of results
  ➢ Re-issue of certificate

• info@acom.edu.au
Assessment

• Each assessment item is assessed as Satisfactory / Unsatisfactory
• Unsatisfactory has opportunity to resubmit
• Work directly with assessor for resubmission
• Students needs to be satisfactory on both assessment items to be competent overall in the subject / unit
Assessment

• If a student has not submitted an assessment task within 28 days of the due date, and no extension has been negotiated, the student will be deemed **Not Yet Competent** for the whole subject.

• Students will then need to re-enrol in the subject at the published unit cost and complete ALL assessment requirements.
Assessment Extension to Due Date

• Application form on Moodle
• Received 1 day before due date
• Maximum extension 4 weeks
• Applies to resubmission due dates
• Ultimate end of year deadline
• NO assessment will be carried into the next calendar year
Feedback

How you can assist us in providing a quality service and training and assessment that meets your needs ...
Feedback - Students

• Unit evaluation at the end of every subject in Moodle
• Quality Learner Survey 30 October every year is an online government survey for ALL students
• ACOM conducts a Destination Survey 4 months after students complete course
WE TRUST THAT YOU WILL ENJOY STUDYING WITH US.