

Prospectus 2022



Acts 2
College of Mission
& Evangelisation
RTO 51452



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WELCOME

FROM THE ARCHBISHOP OF PERTH

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



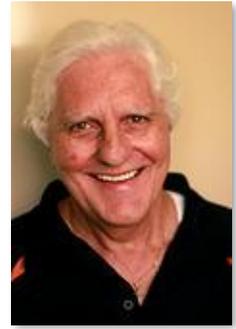
The College experience, supported by its curriculum, has at its heart an encounter with the person of Jesus Christ and a response to that encounter of discipleship. Faith formation and practical ministry training enable graduates to share this faith and encounter with others in whatever vocational path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

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

Most Rev Timothy Costelloe, SDB DD
Archbishop of Perth

The Catholic faith is an exciting journey.

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



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

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

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

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

Reg Firth
Senior Coordinator,
Disciples of Jesus Covenant Community

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



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

In 2022, Acts 2 College will welcome its 18th cohort of students and we are very excited that God has chosen to use us year after year to change the lives of those who come to us. Please take time to read some of the testimonies in this prospectus. Most have gone on to deepen their vocations within the Church; either discerning priesthood, serving their parishes and schools, or serving the wider Church in paid or voluntary youth ministry positions. Our graduates are running some of the largest youth groups in Perth, collectively ministering to around 300-400 young people every week. They are also running school retreats, serving as Chaplains or youth ministers in schools, and adding life and vitality to their local parishes through their prayer and service. All testify to a strengthening of, and commitment to, their Catholic faith.

This year also heralds the start of our re-accredited courses: 11011NAT Certificate III in Catholic Youth Ministry and Leadership; 11012NAT Certificate IV in Catholic Ministry and 11013 Diploma of Catholic Youth Ministry. This is exciting for us, for although Certificate III has not changed much, there are significant changes in the Certificate IV and Diploma. The Certificate IV has had all youth ministry stripped out and is now a six-month course aimed at providing training for those engaged in other Catholic ministries – parishes, organisations, or just seeking formation in their faith. There is, however, a practicum component so it is not just a theoretical course. The revised Diploma has gone from a two-year course to a one-year youth ministry Diploma. It is an internship so specifically targeting those active in youth ministry.

We continue to offer the Certificate II in Active Volunteering online or through schools and we continue to work with the Knights of the Southern Cross to power their Knights Catholic Leadership Academy.

Acts 2 is also the only Catholic RTO providing the Certificate IV in Chaplaincy and Pastoral Care. This can be studied either fully online or partially in class/part online as some units are delivered in other courses.

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

Come and experience God in a new way and see what He has in store for your life and your ministry.

Jane Borg

TESTIMONIES

Prior to Acts 2, I was an engineer who had a simple prayer: to know and love God more. By my surprise, it led me to Acts 2. Studying here has been one of the best things that has happened in my life, with the college being a blessing to the city as a tool for inspiring and equipping people for youth ministry, as well as a source for personal transformation. Each day I was exposed to the deep and rich treasures of the Catholic faith and was filled with awe at the new things I was learning. Having learnt many things about youth ministry and our Catholic faith, my hope now is to always be of support to those who are in need. I am currently working full-time as a Youth Ministry Worker with Catholic Youth Ministry, Archdiocese of Perth. **(Theo, class of 2017)**

Entering Acts 2 College halfway through my Politics and Law degree was a big leap of faith for me. Having now completed my Certificate IV in Christian Ministry, I have no regrets. My year at Bible College was a year that challenged me greatly in my faith but has also consolidated what I believe and what I stand for as a person. I loved journeying with my classmates and learning from my teachers. I am much more grounded in my faith and believe that I will look back on my year at Acts 2 as the year that really brought my focus back to God. I am looking forward to applying all that I have learnt into my everyday life, my ministry engagements and in my work as a lawyer. **(Ashley, class of 2017)**

Studying at Acts 2 was one of the greatest decisions I have made for my faith and ministry. Not only did this year at college develop my faith on a personal level and give me the opportunity to learn more about the Catholic faith than I ever have, but it gave me practical help to bring into my ministry. Acts2CoME has developed my confidence and love for ministry, and I will bring the knowledge I have gained into every part of my life, especially in my job as Youth Ministry Co-ordinator for a parish home in Sydney. **(Caitlin, class of 2017, online student)**

At the end of 2017 I needed something more when it came to my faith, so I decided to go to Acts 2 College. My faith grew hugely. I cannot thank enough the many people that helped that happen, but it was the friendships that were the highlight for me. I met people who wanted to grow in a deeper relationship with God and that inspired me. It was awesome to be friends with people that had the same goal in mind. We were able to encourage one another and build each other up every single day. Ministry was a great part of the year; it really stretched my comfort zone when it came to upfront work but also just small group stuff. My year at Acts2 tested me in ways I didn't think it would, but if there was one thing that it helped the most, it was my capacity to love others as much as I could. It was the best possible way I could have spent that year. **(Aidan, class of 2018)**

I came into Acts 2 College seeking to be better informed in my faith to help me navigate through tricky conversations at university and everyday life. Deferring my studies in accounting for a year to pursue a Cert IV in Catholic Ministry was challenging, important, humbling, and informative. I'm glad I made the decision. At Acts 2, some of the best and most supportive teachers poured into us what they know, provided me a firmer foundation in what I believe as a Catholic and through inspection, reinforced God's movement within my own life. I've really enjoyed my time at Acts 2 College, and it has only expanded upon my relationship with God more by knowing his Word and people. Overall, I'm grateful for the opportunities Acts 2 College has given me and look

forward to continuing my spiritual and personal growth at university, the workplace and wider community. **(Maria, class of 2019)**

Having completed my engineering degree the year prior, my decision to study Youth Ministry at Acts2CoME last year was a surprise to many people, although none of them were more shocked than myself. It was an incredible year of theological insights, ministry training and personal growth, surrounded by wonderful staff and a set of extremely lovable and highly entertaining classmates. Studying at Acts2CoME was an experience that I hope to always remember with a great deal of fondness, a fair portion of bewilderment and as a blessing from start to finish. **(Elizabeth, class of 2019)**

For me, the Certificate IV was a fruitful year of practically living out Jesus' call to evangelise through youth group, school ministry and growing in relationship with my classmates. I thank all the lecturers as well for being true to the faith and always seeking to help us grow. I loved developing and exploring my vision of youth ministry, and really excited for what comes next! **(Daniel, class of 2020)**

Acts 2 was a great learning experience for me. I really felt that I gained a deeper understanding of the faith and the ability to live out my faith more consistently than I ever had before. Not only is Acts 2 very informative, but you get to make friends along the way. The fact that I had my classmates beside me made the experience all the more enjoyable; through our fellowship, socialising and just having fun together. I am very grateful to have studied at Acts 2, and I recommend this to anyone who is interested in youth ministry or anyone who would like to explore the many blessings and graces of the Catholic faith. **(Gabriel, class of 2020)**

For me Bible College was one of the best experiences of my life and has given me some memories I will never forget. The amount of support and guidance I have received from both classmates and lecturers was incredible and helped me to grow as a person and has given me the skills to be the best leader I can be. **(Jesse, class of 2021)**

My year at Bible College was one of the best years of my life. The relationships I made with my class are ones that I will keep for the rest of my life. They truly are my family. I was able to grow and deepen my faith tenfold. I have many regrets in life but my year at Bible College will never be one. For anyone who is thinking about it, I 100% recommend. **(Michaela, class of 2021)**

I've never been in an environment where everyone around me was equally as crazy as me. Crazy in love with God, crazy to learn more about Him, and crazy to do his work here on earth. Bible College did not only give me the knowledge so I could do this, but it also strengthened my character through the blessing of my peers, lecturers and communities and the memories we made. It has truly been one of the best years of my life. **(Jerome, class of 2021)**

ABOUT ACTS2COME

LIFE CHANGING

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

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

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

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

OUR VISION

As a Catholic training organisation, our vision is to empower, inspire, and equip people to take the Lord Jesus Christ to others.

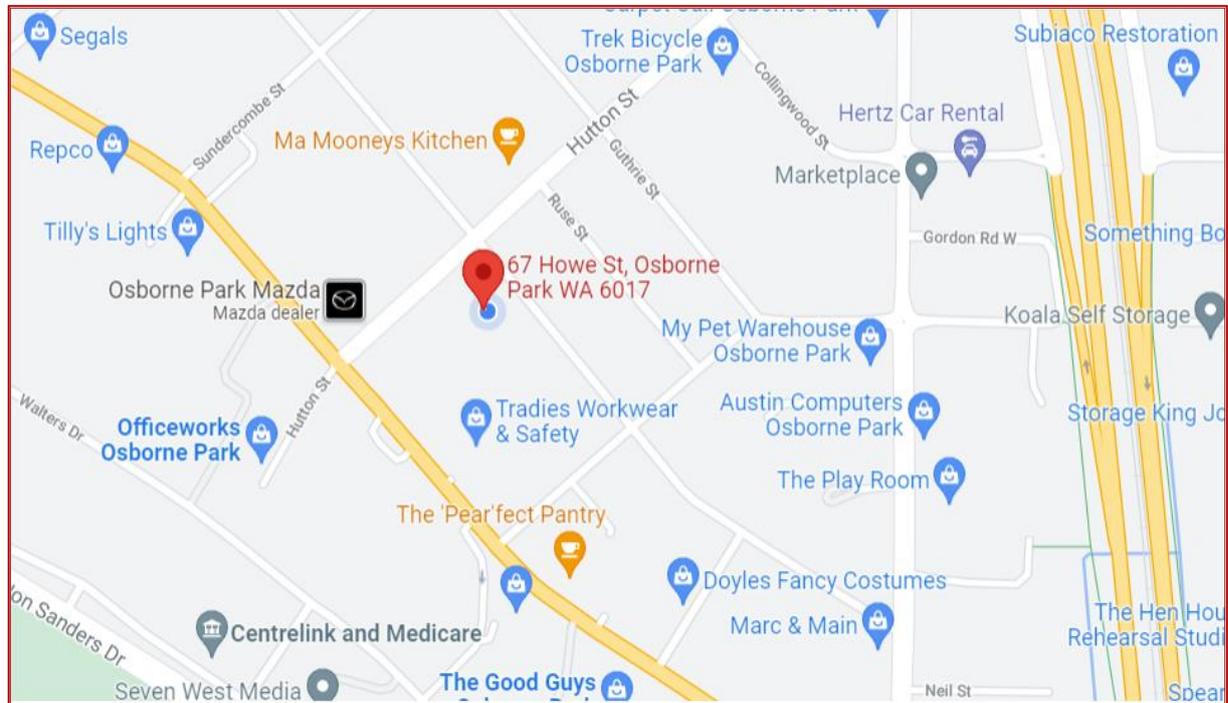
We will achieve our vision by:

- Forming students in the Catholic faith to live a dynamic faith in their daily lives and to take the message of Jesus Christ to others
- Teaching in a practical and experiential manner from a Charismatic perspective
- Ensuring our staff consciously engage in enriching their own faith in order to enrich their students
- Helping contribute to a sustainable youth ministry industry that has qualifications to minister to the people of God
- Producing faithful Christians of the New Evangelisation¹ in parish and school youth ministries, school chaplaincy, and youth apostolates
- Developing a diverse range of training products to meet the needs of various stakeholders and partnering with faith-driven organisations.

¹ The New Evangelisation has been encouraged by several popes since the term was first used by Pope Paul IV in *Evangelii Nuntiandi*. All Christians are called to evangelise, not just those who do not know Christ, but more recently (and especially through St John Paul II) there has been an emphasis on re-evangelising lapsed Christians to the gospel message.

LOCATION OF ACTS2COME

Acts2CoME is located at the rear of Integrity House at 67 Howe Street in Osborne Park, close to the corner of Howe and Hutton Streets. Limited parking is available behind the building. The nearest train station is Glendalough Station (1.5kms via Scarborough Beach Road).



ACCOMMODATION

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

STUDENT LIFE AT ACTS2COME

PRACTICUM

Students at Acts2CoME are encouraged to be involved in their local parish community, serving, and using the gifts that God has given them. Catholic Ministry students are required to undertake 54 hours practicum in Catholic Ministry over the six-month course. Catholic Youth Ministry students are required to undertake 220 hours practical ministry/service over the year. The practicum ensures the material learned in the course is applied in practical ways that benefit both the student and the Parish/organisation. To this end, a valid Working with Children Check is required for the evangelisation practicum where under 18s are involved. The practicum is an essential aspect of the courses and graduation is dependent upon its completion.

MASS AND CORPORATE PRAYER

Mass is held at the College on Wednesdays of term. Attendance is compulsory for all full-time students, and encouraged for part-time students attending a lecture that follows Mass.

On other college days, prayer will start each day. Attendance at these prayer sessions is a vital aspect of College life. Initially in each year, a member of the College staff will lead these sessions; however, this responsibility will then pass to students, providing further experience towards their ministry.

STUDENT SUPPORT

Every effort is made to provide students with spiritual, academic, and personal support. Academic support is available through lecturers and tutors. Students are placed in pastoral care small groups, usually led by experienced graduates.

SERVICE

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

LIBRARY

The Acts2CoME library is a developing facility. Many references and texts directly associated with courses being given may be found in the library, as can a significant number of other books and audio-visual material of a spiritual nature. Students are, however, strongly encouraged to use other libraries to supplement our collection.

TEXTBOOKS

The College uses the Ignatius Press Catholic Revised Standard Version Bible, 2nd Edn; the Ignatius Catholic Study Bible: New Testament; and the Catechism of the Catholic Church. Students studying on campus are provided with all textbooks as required and invoiced at the commencement of the academic year. These have been obtained at lowest possible prices to keep study costs to a minimum. Students undertaking study online may source their own copies.

COMPUTER REQUIREMENTS

Students are required to provide their own laptop, iPad, or tablet. It will need to be capable of running Office 365 software. Students will be allocated an Office365 account to provide access to OneNote and Microsoft Teams, through which supports much of the training and assessment. This access also provides the suite of Microsoft office software.

THE CURRICULUM

INTRODUCTION

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

Students engage in studies of the scriptures and the Catechism, as well as having opportunities to learn practical ministry skills such as communication, presenting the Gospel message, sharing their story, ministering to youth, events management as well as a variety of other skills. They also have the chance to develop their relationship with God through a number of learning and prayer opportunities.

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

ACCREDITATION AND REGISTRATION

Acts2CoME is a nationally registered training organisation regulated through the Australian Skills Quality Authority (ASQA) to deliver the following qualifications and accredited courses: Certificate I in Active Volunteering (CHC14015); Certificate II in Active Volunteering (CHC24015); Certificate III in Catholic Youth Ministry and Leadership (11011NAT); Certificate IV in Catholic Ministry (11012NAT); Certificate IV in Chaplaincy and Pastoral Care (CHC42315); and Diploma of Catholic Youth Ministry (11013NAT). The accredited courses (suffix NAT) have been developed by Acts2CoME to meet the requirements of ministry within Catholic parishes, schools, and the wider Catholic Church.

TRAINING FOR MINISTRY

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

ACADEMIC YEAR 2022

Contact hours for the Diploma of Catholic Youth Ministry are generally 9am to 5pm Monday to Wednesday each week over four terms. Contact hours for the Certificate IV in Catholic Ministry are between 9am and 5pm Tuesday to Thursday each week over two terms, the timetable depending on electives chosen. Exceptions to this will be provided under individual course descriptions within this prospectus and online.

Orientation Camp*:	Monday 31 st January to Friday 4 th February 2022
Term 1:	Monday 7 th February to Friday 8 th April 2022
Term 2:	Tuesday 26 th April to Friday 1 st July 2022
Term 3:	Monday 18 th July to Friday 23 rd September 2022
Term 4:	Monday 10 th October to Friday 2 nd December 2022

* The camp is aimed at the diploma students. Certificate III and IV students will be required on day 1 only.

These dates are also shown on the College calendar on our website.

Graduation for students is in the first term of each year and coincides with commissioning of new full-time students of the College for that year. In 2022, this will occur on the evening of Wednesday 23rd February.

ORIENTATION WEEK

Attendance at Orientation is compulsory for all full-time campus-based students and is run over five days. Online and part time students who are unable to attend O-Week will have access to necessary material through OneNote.

For the first time, an orientation camp is being held for diploma students during O week. Students and staff will use this time to engage in learning, culture building and fellowship. Other students will be asked to attend campus day 1 of this week.

FOUNDATION SKILLS

Embedded in every vocational training qualification are Foundation Skills. These are generic skills and capabilities that each student will have once the full Certificate course is successfully completed.

ONLINE LEARNING

All courses delivered on campus are available for online study. Certificates I to II will be self-paced; the Certificate III in Catholic Youth Ministry and Leadership and Certificate IV in Chaplaincy and Pastoral Care will be a mix of self-paced and campus-led learning depending whether courses are being delivered on campus in that term. The Certificate IV in Catholic Ministry and the Diploma of Catholic Youth

Ministry will run alongside campus-based delivery of the units unless particular electives are not being delivered on campus that year.

Online course delivery will involve a mix of video, animation, and PowerPoint presentations, with interaction with other students often available through forums. Courses will operate through Microsoft Teams and OneNote, as will submission of assessments. Each student will have access to the lecturer or tutor involved in his/her unit(s) and can be assured of full support in his/her studies.

USUAL DAILY TIMETABLE FOR FULLTIME COURSES

Certificate IV in Catholic Ministry (11012NAT)

Time	Tuesday	Wednesday	Thursday
9:00	Prayer	Mass	Prayer
10:00	Lecture 1	Lecture 1	Lecture 1
1:00	Lunch	Lunch	Lunch
2:00	Lecture 2	Lecture 2	Lecture 2
5:00	Close	Close	Close

Diploma of Catholic Youth Ministry (11013NAT)

Time	Monday	Tuesday	Wednesday	Thursday
9:00	Prayer	Prayer	Mass	Ministry*
10:00	Lecture 1	Lecture 1	Lecture 1	
1:00	Lunch	Lunch	Lunch	
2:00	Lecture 2	Lecture 2	Lecture 2	
5:00	Close	Close	Close	
8:00 – 9:30**				**Life in the Spirit, T 1 only

- Ministry will generally be scheduled for Thursday and Friday, with students rostered to assist in school ministry retreats with 24:7 school ministry

WORKING WITH CATHOLIC SECONDARY COLLEGES

COURSES

Acts2CoME has been working with Catholic colleges since 2012 to develop and implement two courses that allow these colleges to recognise the significant work by students throughout their secondary schooling in the areas of service, ministry, and leadership development. In 2015, we introduced an internship for senior college students (years 10-12) within colleges and parishes where 24:7 Youth Ministry operated. In 2019, Servite College won a major award from CEWA as a result of this youth ministry program.

Certificate II in Active Volunteering (CHC24015) introduces students to basic work and volunteering skills, as well as work health and safety. Should the Catholic College require or be involved in the internship program, the course can be tailored to contain electives to train students in youth ministry. These units lead into, and are credited towards, the Certificate III program.

The Certificate III in Catholic Youth Ministry and Leadership (11011NAT) allows specialisation through choice of electives, depending on the emphasis for developing students within the senior college years.

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

PARTNERING OPTIONS

There are three options available for secondary colleges –

1. Students enrol for online training on a fee-for-service basis with Acts 2 College.
2. The Secondary College enters into an auspice partnership with Acts 2 College
3. Where the Secondary College is an RTO, the Certificate III in Catholic Youth Ministry and Leadership may be licensed to the College to deliver and assess.

1. Fee for Service

Students enrol with Acts 2 College and undertake study online, with all training and assessment undertaken by Acts 2 College staff. The secondary college would provide supervision of online training and sign off on any practical work completed at the college.

Certificate I in Active Volunteering (CHC14015)	\$500
Certificate II in Active Volunteering (CHC24015)	\$750
Certificate III in Catholic Youth Ministry and Leadership (11011NAT)	\$2100

Where there are over five students enrolled from one college, a discount will be negotiated with the college.

2. Auspice Partnership

In each program, qualified staff from the relevant Catholic College undertakes training and assessment. Qualification for staff requires the current VET qualification (TAE40116 or TAE40110) supported by vocational competency in the units being taught. Where colleges are still developing the VET qualifications of staff, staff that hold the Enterprise Trainer Skills Set and have relevant vocational competencies, may undertake training under the supervision of a VET-trained staff member.

Given the different requirements of secondary colleges, a range of auspice options has been developed. These follow, along with associated costs. In both options, there is an initial auspice partnership fee of \$2000 per year.

1. Where the school maps out existing training against units of competency and develops material for training and assessment covering any gaps, there is a per head administrative fee of \$50 per annum.
2. Where the school requires full training and assessment material from Acts 2 College, which would then be delivered and assessed by staff at that school, the cost per student is \$100 per annum

An invoice for the full amount will be issued at the commencement of the auspice contract. If final student numbers are not known, the invoice will be initially issued for the auspice fee and per student fees will be invoiced once numbers are finalised.

3. Licensing

Acts2CoME is open to licensing our accredited course should a college feel it provides them with more flexibility. In this case, the training and assessment would be undertaken by the college using either its own registration as a training organisation, or that of the local Catholic Education organisation or the Diocese/Archdiocese.

Contact

Any College interested in this program is invited to contact the Principal, Jane Borg, on 0401 692 690, or at principal@acts2come.wa.edu.au. We would be happy to visit you and discuss how Acts2CoME can assist you in value-adding the education you provide to your students.

CERTIFICATE I IN ACTIVE VOLUNTEERING (CHC14015)

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

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

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

CORE UNITS:

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

ELECTIVE UNITS:

BSBCMM211	Apply communication skills
FSKOCM007	Interact effectively with others at work

CERTIFICATE II IN ACTIVE VOLUNTEERING (CHC24015)

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

The Certificate II program comprises four core and three elective units. Organisations or individuals may choose from any of the current units offered by Acts2CoME or may request other electives if they are consistent with the rules set out for this qualification within the Community Services Training Package. Where possible we will work to meet your requirements.

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

CORE UNITS:

CHCDIV001	Work with diverse people
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety
BSBCMM211	Apply communication skills

ELECTIVE UNITS:

Three electives,

CHCYTH001	Engage respectfully with young people
FSKOCM007	Interact effectively with others at work
BSBTWK201	Work effectively with others

Other electives may be made available. Please enquire if you have specific electives required in your industry.

CERTIFICATE III IN CATHOLIC YOUTH MINISTRY AND LEADERSHIP (11011NAT)

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

The course comprises four core units and five electives. Where units are co-taught with the Certificate IV program, this course can be studied on campus, with remaining units being completed via online study. Alternatively, the course can be studied completely online. Completion would take a minimum of twelve months to incorporate required ministry component.

CORE UNITS:

Unit code	Unit Title
NAT11011001	Develop Christian leadership skills
NAT11011002	Promote the Catholic faith in interactions with others
NAT11011003	Develop spiritual life plans
BSBCMM211	Apply communication skills

ELECTIVE UNITS:

Five electives, selected from those below:

Unit code	Unit Title
BSBCMM411	Make presentations
FSKOCM007	Interact effectively with others at work
CHCVOL001	Be an effective volunteer
NAT11011004	Mentor a young person in their faith journey
HLTWHS001	Participate in workplace health and safety
NAT11011005	Participate in Christian event management
BSBTWK201	Work effectively with others
CHCYTH001	Engage respectfully with young people

CERTIFICATE IV IN CATHOLIC MINISTRY (11012NAT)

Our Certificate IV in Catholic Ministry has been developed to provide students with tailored training in a range of ministry skills as well as foundational formation in scripture, church history and catechism from a Catholic perspective. This is a generic Catholic ministry qualification.

There are four core units and five elective units, which may be drawn from those listed below. In addition, there is a practicum of 54 hours of Ministry.

CORE UNITS:

Unit code	Unit Title
NAT11011001	Develop Christian leadership skills
NAT11011002	Promote the Catholic faith in interactions with others
NAT11012002	Analyse and apply spiritual lessons from the Apostolic era
NAT11012001	Communicate the life and messages of Jesus Christ to others

ELECTIVE UNITS:

Five electives, selected from those below:

Unit code	Unit Title
BSBTWK201	Work effectively with others
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety
NAT11011003	Develop spiritual life plans
NAT11012003	Present liturgy in a Catholic context
NAT11012004	Plan and implement an evangelisation strategy

CERTIFICATE IV IN CHAPLAINCY AND PASTORAL CARE (CHC42315)

This qualification reflects the role of chaplains and/or pastoral and spiritual care workers who provide ongoing ethical, moral, and spiritual support to clients using a person-centred approach.

Work may take place in a range of contexts, including schools, community outreach and local churches in a paid or volunteer capacity. Work in these roles may also require commissioning from a recognised religious institution.

The course comprises 13 units of competency: nine core units and four electives. The electives have been chosen to support implementation within the Catholic schooling system. This qualification has extensive practical work (100 hours) associated with its pastoral care units.

CORE UNITS:

Unit code	Unit Title
CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCPRP003	Reflect on and improve own professional practice
CHCCCS016	Respond to client needs
CHCCCS017	Provide loss and grief support
CHCMHS001	Work with people with mental health issues
CHCLEG001	Work legally and ethically
CHCPAS001	Plan for the provision of pastoral and spiritual care
CHCPAS002	Provide pastoral and spiritual care

ELECTIVE UNITS:

Four electives, selected from those below:

Unit code	Unit Title
CHCYTH001	Engage respectfully with young people
CHCYTH002	Work effectively with young people in the youth work context
CHCYTH003	Support young people to create opportunities in their lives
NAT11011003	Develop spiritual life plans
NAT11012003	Present liturgy in a Catholic context

We are working on developing a range of other electives however these may not be available in 2022.

DIPLOMA OF CATHOLIC YOUTH MINISTRY (11013NAT)

This course is designed to form Catholics to be able to work within youth ministry within the Church and within wider Christian organisations that have the Catholic faith as their foundation.

The Diploma of Catholic Youth Ministry provides specialised training in youth ministry. Training and assessment are conducted within an active youth ministry context, with students undertaking on average six hours a week in ministry in conjunction with classroom training.

The course comprises six core units and eight electives. These are delivered and assessed across four terms and require a minimum 220-hour practicum across the period of the course.

CORE UNITS:

Unit code	Unit Title
NAT11013001	Interpret biblical passages and apply to contemporary life
NAT11013002	Present the Catholic faith to others
NAT11013004	Operate legally in Catholic ministry leadership
NAT11013005	Plan a strategy for Catholic youth ministry
CHCCOM002	Use communication to build relationships
CHCYTH001	Engage respectfully with young people

ELECTIVE UNITS:

Eight electives, as listed below:

Unit code	Unit Title
CHCYTH009	Support youth programs
NAT11012002	Analyse and apply spiritual lessons from the Apostolic era
NAT11012004	Plan and implement an evangelisation strategy
NAT11012003	Present liturgy in a Catholic context
NAT11013003	Engage in spiritual development
BSBPEF401	Manage personal health and wellbeing
HLTWHS001	Participate in workplace health and safety
BSBCMM411	Make presentations

These competencies will be addressed through completion of Orientation and twelve subjects across four terms. In addition to attending lectures, each student must participate in the corporate prayer life of the College, complete a Life in the Spirit seminar (unless one has been completed within the previous 12 months) and a 220-hour practicum. These requirements contribute to the completion of competencies listed above.

TIMETABLES

CLASSES – CERTIFICATE IV IN CATHOLIC MINISTRY

Classes

Term	AM/PM	Tuesday	Wednesday	Thursday
1	AM	Volunteering	Study Hall	Catholic Beliefs in Action / Biblical Leadership
	PM	WHS / Study Hall	Growing in the Spirit	Gospel of Matthew
2	AM	Study Hall	Liturgy	Catholic Beliefs in Action / Biblical Leadership
	PM	Acts of the Apostles	Evangelisation Skills	Study Hall

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

CLASSES – DIPLOMA OF CATHOLIC YOUTH MINISTRY

Day Classes

Term	AM/PM	Monday	Tuesday	Wednesday
1	AM	Salvation History 1	Catechism of the Catholic Church (CCC1)	Catholic Youth Ministry (CYM)
	PM	Legal & Ethical	WHS	Personal Leadership
2	AM	Salvation History 2	(CCC2)	Liturgy
	PM	Personal Leadership	Acts of the Apostles	Evangelisation Skills
3	AM	Salvation History 3	(CCC3)	Events
	PM	Personal Leadership	Communicating in Ministry	Working with Youth
4	AM	Salvation History 4	(CCC4)	Events
	PM	Personal Leadership	Study Hall	Study Hall

Evening Classes

Term	Time	Thursday (Usually held in Term 1, but sometimes Term 2 or 3)
1	8 – 9:30pm	Life in the Spirit Seminar (LISS);

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

SUBJECT OUTLINES – CERTIFICATE III IN CATHOLIC YOUTH MINISTRY AND LEADERSHIP

Note: The code(s) in brackets after subject name refer to the units of competency sitting underneath these subjects

Biblical Leadership (NAT11011001)

This unit describes the performance outcomes, skills and knowledge required to develop Christian leadership skills. It requires the ability for the student to reflect on his/her own leadership skills, draw leadership lessons from Biblical leaders and apply those lessons in his/her life and ministry.

Catholic Beliefs in Action (NAT11011002)

This unit describes the performance outcomes, skills and knowledge required to identify theological issues in contemporary life that raise questions and apply rationale to these issues in the context of the Catholic faith. It requires the ability to investigate what the Catholic Church teaches on articles of faith, along with responses to moral and ethical issues, and then the ability to present and contextualise this information for others.

Growing in the Spirit (NAT11011003)

This unit describes the performance outcomes, skills and knowledge that will empower students to live a more effective and authentic Christian life. The unit covers a range of personal and spiritual exercises that will allow students to discover their personal and spiritual gifts. It requires the student to engage in spiritual development and through that prepare a spiritual life plan, incorporating strategies for implementing a range of life skills that flow from that plan.

Introduction to Communication (BSBCMM211 and FSKOCM007)

This unit describes the skills and knowledge required to communicate effectively in a ministry situation. It includes the communications skills required in a group ministry setting. It enables students to communicate effectively with ministry participants and leaders; collaborate within the ministry team; know when to report issues to ministry leader; complete workplace correspondence and documentation; and to participate in a ministry group.

Presentation Skills (BSBCMM411)

This unit covers the skills and knowledge required to prepare, deliver, and review a presentation to a target audience. This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training, and promotions (although our training material is in a youth ministry context). They contribute well-developed communication skills in presenting a range of concepts and ideas.

Students will be able to prepare and deliver a presentation related to occupation or area of interest using aids to support the presentation; review presentation and document any changes which would improve future presentations; identify regulatory

and organisational obligations and requirements relevant to presentations; and to describe the range of presentation aids and materials available to support presentations.

Work Health and Safety (HLTWHS001)

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others.

The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility. This unit is presented in the context of Christian ministry.

Be an Effective Volunteer (CHCVOL001)

This unit describes the skills and knowledge required to work effectively as a volunteer in a variety of capacities and contexts. By completion students will be able to prepare for volunteer work and work as a volunteer; to check and complete work in consultation with supervisor; to identify how a volunteer fits into the organisation; to work as part of team and complete delegated tasks and to seek and receive feedback.

Mentoring Youth (NAT11011004)

This unit describes the performance outcomes, skills and knowledge required to mentor young people in their Christian journey amidst competing calls on their lives. It provides the mentor with knowledge on youth culture and its implications, the main life issues facing youth of today, and the framework of Scriptures, Church teachings and faith practices that provide guidance for living a moral life.

It requires the mentor to be able to guide the young person within the Christian life and within the context of the mentoring relationship, to plan and develop strategies that need to be implemented.

Working with Youth (CHCYTH001)

This unit describes the skills and knowledge required to communicate effectively with young people (aged 12 to 25 years) in work roles with a specific focus on young people.

This unit applies to work undertaken in work roles where the young person is the primary client. Training material will aim at those working with young people rather than the young people themselves.

Note: The code(s) in brackets after subject name refer to the units of competency sitting underneath these subjects

Volunteering (CHCVOL001)

This unit describes the skills and knowledge required to work effectively as a volunteer in a variety of capacities and contexts. By completion students will be able to prepare for volunteer work and work as a volunteer; to check and complete work in consultation with supervisor; to identify how a volunteer fits into the organisation; to work as part of team and complete delegated tasks and to seek and receive feedback.

Work Health and Safety (HLTWHS001)

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others.

The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility. This unit is presented in the context of Christian ministry.

Growing in the Spirit (NAT11011003)

This unit describes the performance outcomes, skills and knowledge that will empower students to live a more effective and authentic Christian life. The unit covers a range of personal and spiritual exercises that will allow students to discover their personal and spiritual gifts. It requires the student to engage in spiritual development and through that prepare a spiritual life plan, incorporating strategies for implementing a range of life skills that flow from that plan.

Catholic Beliefs in Action (NAT11011002)

This unit describes the performance outcomes, skills and knowledge required to identify theological issues in contemporary life that raise questions and apply rationale to these issues in the context of the Catholic faith. It requires the ability to investigate what the Catholic Church teaches on articles of faith, along with responses to moral and ethical issues, and then the ability to present and contextualise this information for others.

Biblical Leadership (NAT11011001)

This unit describes the performance outcomes, skills and knowledge required to develop Christian leadership skills. It requires the ability for the student to reflect on his/her own leadership skills, draw leadership lessons from Biblical leaders and apply those lessons in his/her life and ministry.

Gospel of Matthew (NAT11012001)

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

TERM 2

Acts of the Apostles (NAT11012002)

Studies the development of the early Church through the Book of Acts, tracing the key characters and events and examining the movements of the Spirit as He empowered the evangelistic efforts of early Christians. This same Holy Spirit works within us today in the Church.

Liturgy (NAT11012003)

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

Evangelisation Skills (NAT11012004)

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

Catholic Beliefs in Action (NAT11011002)

Continued from Term 1.

Christian Leadership Skills (NAT11011001)

Continued from Term 1.

Salvation History (NAT11013001)

Uses the narrative books of the Old Testament to explore the chronological story of salvation history. Explains how God's plan unfolded through the forging of a series of covenants with his chosen people—from Adam to the People of Israel. Uses the Gospels and the Acts of the Apostles to explore the chronological development of the New Testament from John the Baptist through to the preaching of Saint Paul in Rome. Explains how God's plan unfolds through His New Covenant in Jesus Christ with the Church, with concrete linking of the Old and New Testaments. Briefly examines New Testament letters to gain insight for discipleship in today's world. Introduces practical approaches to reading the Scriptures and provides direction for reflecting on and praying with the scriptures.

Operate Legally in Catholic Ministry Leadership (NAT11013004)

Examines the legal and ethical environment within which ministry sits and provides guidance for developing good practice within youth ministry. Evidence for this unit is collected throughout the student's youth ministry experience whilst studying.

Catechism (NAT11013002 & NAT11013003)

Examines core Catholic beliefs including the existence of God, the Holy Trinity, Jesus Christ as True God and True Man, Salvation, Scripture and Tradition, the Pope and the Magisterium, and the last things (heaven, purgatory, and hell). Delves into Biblical basis for these beliefs, supported by the writings from the heart of the Church – Magisterium, Church Fathers, Saints. Introduces the moral life and the need for virtues in the Christian life, looks at person and social sin, and the grace of salvation. Briefly examines Saint Pope John Paul II's Theology of the Body. Works through the Ten Commandments as core to our moral life. Examines the Catechism's teachings on Sacrament and prayer. Looks at the Biblical basis for, and the liturgical aspects of, the seven Sacraments and examines the various types of prayer used within the Church.

Work Health and Safety (HLTWHS001)

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others.

The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility. This unit is presented in the context of Christian ministry.

Catholic Youth Ministry (NAT11013005)

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

Personal Leadership (BSBPEF401)

Students will examine a range of issues influencing their lives and develop skills to manage them. They will look at what signs and sources of strain exist with respect to personal health and wellbeing (both physical and mental) both inside and outside ministry. This course will stretch across the year so that students have the opportunity to develop personal leadership skills that will integrate into their lives.

TERM 2

Salvation History (NAT11013001)

Continued from Term 1.

Personal Leadership (BSBPEF401)

Continued from Term 1.

Catechism (NAT11013002 & NAT11013003)

Continued from Term 1.

Acts of the Apostles (NAT11012002)

Studies the development of the early Church through the Book of Acts, tracing the key characters and events and examining the movements of the Spirit as He empowered the evangelistic efforts of early Christians. This same Holy Spirit works within us today in the Church.

Liturgy (NAT11012003)

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

Evangelisation Skills (NAT11012004)

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

TERM 3

Salvation History (NAT11013001)

Continued from Term 2.

Personal Leadership (BSBPEF401)

Continued from Term 2.

Catechism (NAT11013002 & NAT11013003)

Continued from Term 2.

Communicating in Ministry (CHCCOM002)

Provides students with good communication skills, conflict management skills and handling of grievances. We will look at our culture and the impact this has on our communications. We will also cover a range of communication strategies, including the development of key meeting skills.

Events Management (CHCYTH009)

Examines the logistics of presenting the Christian message in different ministry settings. Covers all aspects from planning, implementation through to review; including publicity, music, environment, drama, and liturgy. Also looks at requirements of copyright and work health & safety legislation as applied in ministry situations.

Working With Youth (CHCYTH001)

Looks at the holistic environment within which youth live – their culture and the flow on responses they make to this culture or cultures within the wider society. We introduce how youth ministry fits into this picture. Important ministry requirements such as legislative framework, communication and mental health are examined.

TERM 4

Salvation History (NAT11013001)

Continued from Term 3.

Personal Leadership (BSBPEF401)

Continued from Term 3.

Catechism (NAT11013002 & NAT11013003)

Continued from Term 3.

Events Management (CHCYTH009)

Continued from Term 3.

APPLICATION REQUIREMENTS

The certificate and diploma programs are designed for any adult who wants to learn and grow in their relationship with God.

The curricula for the certificate I-III programs aims at senior college students, however, is suitable for young adults or those working with young people.

Full time students in the Certificate IV in Catholic Ministry should be at least 16 years of age and have year 11 equivalent. Access to this course part time over two years may be given to year 10 students or less qualified adults on a case-by-case basis. This course has a 54 hour-hour practicum associated.

The Chaplaincy course presumes some life experience and hence would not be suitable for new school leavers. It also requires access to chaplaincy work experience for the completion of practicum and some assessments.

The diploma is available to students in year 12 or older. It requires access to youth ministry leadership opportunities in order to complete practicum.

All students should be aware of requirements under the government mandates associated with COVID-19 as this may impact their ability to complete any required practicum.

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

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

LANGUAGE, LITERACY AND NUMERACY (LLN) REQUIREMENTS

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

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

ETHOS OF THE COLLEGE

Students must demonstrate support for the Catholic ethos.

HEALTH

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

DISCRIMINATION

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

APPLICATION PROCESS

On advice of meeting the LLN requirements of the relevant course, potential students at Acts2CoME should complete an application form (a copy can be obtained from our website or from the College) and submit it to the College along with the Application Fee.

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

UNIQUE STUDENT IDENTIFIER (USI)

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

RECOGNITION OF OTHER QUALIFICATIONS

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

RECOGNITION OF PRIOR LEARNING

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

studies at another institution that are equivalent to the outcomes of a subject/unit at Acts2CoME.

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

GRADUATION

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

CHANGING SUBJECTS/WITHDRAWING

Students may change subjects/course or withdraw without penalty within the first two weeks of each term; however, they are encouraged to seek counsel from their pastoral carer or the Principal before making such a change. A change in course would need to occur within the first two weeks of Term 1 to ensure correct core and electives are undertaken. A change in course later in the year would require the student to enrol in the following year to complete missed units or to study them online.

COURSE FEES

ACADEMIC FEES

APPLICATION FEE

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

TUITION FEES

Certificate I in Active Volunteering	\$500 whole course
Certificate II in Active Volunteering	\$750 whole course online \$1500 whole course on campus \$300 per unit
Certificate III in Catholic Youth Ministry and Leadership	\$2100 whole course \$350 per unit
Certificate IV in Catholic Ministry	\$2800 six-months full time \$350 per unit
Certificate IV in Chaplaincy and Pastoral Care	\$4000 one-year full time \$350 per unit
Diploma of Catholic Youth Ministry	\$5000 full time \$450 per unit

Fees are to be paid in advance per term. Fulltime students not paying term fees in advance will be required to enter a Fees-contract (usually by fortnightly or monthly installments). Fees-contracts are not available to part-time students.

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

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

RPL FEE

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

TEXTBOOKS

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

PERSONAL DEVELOPMENT COURSES

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

SCHOLARSHIPS

The College aims to offer a range of scholarships and bursaries for a limited number of students who meet the criteria. Details of these scholarships are available from the College or our website. The value of each scholarship is dependent on circumstances but can be for the full fee. It does not cover books.

Scholarships are drawn from a tax-deductible fund. Should anyone feel able to support the education of students in this way, please contact the Principal.

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

REFUND POLICY

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

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

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

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

YOUTH ALLOWANCE/AUSTUDY/ABSTUDY

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

STANDARD OF CONDUCT

Acts2CoME is an environment for developing people's relationship with Jesus Christ and for training them for ministry. We therefore require students to comply joyfully with the College regulations set out in the student handbook, which student can access through their online learning system.

LIFE-CONTROLLING SUBSTANCES

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

RELATIONSHIPS

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

DRESS

Out of respect for Our Lord and others attending or working at Acts2CoME, students should wear tidy, modest clothing whilst on campus. For safety reasons, bare feet are not permitted on campus. Items of Acts2CoME merchandise (e.g., t-shirts, jumpers, hoodies etc) are available for purchase in a range of styles and prices.

ATTENDANCE (CAMPUS STUDENTS)

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

PUNCTUALITY

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

COMPUTER USE

Students are required to provide their own laptop or device and will be given access to the Internet. Usage will be monitored, and any access of inappropriate sites will trigger the disciplinary policy and multiple offences may result in the student's removal from the College.

GENERAL BEHAVIOUR

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

DECLARATION

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

STATEMENT OF FAITH

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

NICENE CREED

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

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

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

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

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

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

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

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

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

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

Amen.

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A work of Disciples of Jesus Covenant Community

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

Youth Mission Team Australia
Missionaries of God's Love
Disciples School of Mission
24:7 School Ministry

Summer Schools of Evangelisation
Light to the Nations
24:7 Youth Ministry
All for One, One for All