STUDENT HANDBOOK

2026

Acts 2
College of Mission
& Evangelisation
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Table of Contents

2026 student handbook v1.0.docx

Acts 2 College of Mission & Evangelisation RTO No 51452

About Acts 2 College of Mission and Evangelisation

Acts 2 College of Mission & Evangelisation (Acts2 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. Acts2 College encourages expectant faith among participants and a belief that they can, in the Lord, make a difference.

The College evidences a charismatic spirituality, and therefore presents in a dynamic way the mission to serve the Lord in the Church at this time. The orientation of the College is towards personal formation, the development of Christian character, and the future ministry of participants. We have a commitment to the personal growth of each student as an individual much loved by God, through training that is tailored to the uniqueness of each student. The message we bring is one that challenges both young and old to give Jesus a chance to work in their lives and to embrace the teachings of the Church. Through fun, fellowship, teaching and testimony, we hope to share Christ's promise:

> "I have come to give you life, life to the full." John 10:10

There is an emphasis on competency-based training with opportunities to apply the training in practical and meaningful ways. The College year has a 'mission' component. This may include serving in a Parish or in their sponsoring group, a work of mercy, or assisting in 24:7 youth ministry parish or school teams. This helps the students develop their faith and skills through Christian service and active ministry.

Our graduates will serve the Church in many capacities, including youth ministry, mission work, music and drama ministries, teaching, and parish ministries.

The members of our teaching staff are chosen not only for their knowledge but also for their ability to communicate Catholic teaching and ministry skills in a dynamic and effective way.

We teach from the heart of the Church in accordance with the Magisterium.

Acts 2

The Coming of the Holy Spirit

2 *When the day of Pentecost had come, they were all together in one place.* **2** *And suddenly a sound came from heaven like the rush of a mighty wind, and it filled all the house where they were sitting.* **3** *And there appeared to them tongues as of fire, distributed and resting on each one of them.* **4** *And they were all filled with the Holy Spirit and began to speak in other tongues, as the Spirit gave them utterance.*

5 *Now there were dwelling in Jerusalem Jews, devout men from every nation under heaven.* **6** *And at this sound the multitude came together, and they were bewildered, because each one heard them speaking in his own language.* **7** *And they were amazed and wondered, saying, "Are not all these who are speaking Galileans?* **8** *And how is it that we hear, each of us in his own native language?* **9** *Par'thians and Medes and E'lamites and residents of Mesopota'mia, Judea and Cappado'cia, Pontus and Asia,* **10** *Phryg'ia and Pamphyl'ia, Egypt and the parts of Libya belonging to Cyre'ne, and visitors from Rome, both Jews and proselytes,* **11** *Cretans and Arabians, we hear them telling in our own tongues the mighty works of God."* **12** *And all were amazed and perplexed, saying to one another, "What does this mean?"* **13** *But others mocking said, "They are filled with new wine."*

Peter Addresses the Crowd

14 *But Peter, standing with the eleven, lifted up his voice and addressed them, "Men of Judea and all who dwell in Jerusalem, let this be known to you, and give ear to my words.* **15** *For these men are not drunk, as you suppose, since it is only the third hour of the day;* **16** *but this is what was spoken by the prophet Joel:*

17 *'And in the last days it shall be, God declares,*
that I will pour out my Spirit upon all flesh,
and your sons and your daughters shall prophesy,
and your young men shall see visions,
and your old men shall dream dreams;
18 *yea, and on my menservants and my maidservants in those days*
I will pour out my Spirit; and they shall prophesy.
19 *And I will show wonders in the heaven above*
and signs on the earth beneath,
blood, and fire, and vapor of smoke;
20 *the sun shall be turned into darkness*
and the moon into blood,
before the day of the Lord comes,
the great and manifest day.
21 *And it shall be that whoever calls on the name of the Lord shall be saved.'*

22 *"Men of Israel, hear these words: Jesus of Nazareth, a man attested to you by God with mighty works and wonders and signs which God did through him in your midst, as you yourselves know—* **23** *this Jesus, delivered up according to the definite plan and foreknowledge of God, you crucified and killed by the hands of lawless men.* **24** *But God raised him up, having loosed the pangs of death, because it was not possible for him to be held by it.* **25** *For David says concerning him,*

'I saw the Lord always before me,
for he is at my right hand that I may not be shaken;
²⁶ therefore my heart was glad, and my tongue rejoiced;
moreover my flesh will dwell in hope.
²⁷ For thou wilt not abandon my soul to Hades,
nor let thy Holy One see corruption.
²⁸ Thou hast made known to me the ways of life;
thou wilt make me full of gladness with thy presence.'

²⁹ "Brethren, I may say to you confidently of the patriarch David that he both died and was buried, and his tomb is with us to this day. ³⁰ Being therefore a prophet, and knowing that God had sworn with an oath to him that he would set one of his descendants upon his throne, ³¹ he foresaw and spoke of the resurrection of the Christ, that he was not abandoned to Hades, nor did his flesh see corruption. ³² This Jesus God raised up, and of that we all are witnesses. ³³ Being therefore exalted at the right hand of God, and having received from the Father the promise of the Holy Spirit, he has poured out this which you see and hear. ³⁴ For David did not ascend into the heavens; but he himself says,

'The Lord said to my Lord, Sit at my right hand,
³⁵ till I make thy enemies a stool for thy feet.'

³⁶ Let all the house of Israel therefore know assuredly that God has made him both Lord and Christ, this Jesus whom you crucified."

The First Converts

³⁷ Now when they heard this they were cut to the heart, and said to Peter and the rest of the apostles, "Brethren, what shall we do?" ³⁸ And Peter said to them, "Repent, and be baptized every one of you in the name of Jesus Christ for the forgiveness of your sins; and you shall receive the gift of the Holy Spirit. ³⁹ For the promise is to you and to your children and to all that are far off, every one whom the Lord our God calls to him." ⁴⁰ And he testified with many other words and exhorted them, saying, "Save yourselves from this crooked generation." ⁴¹ So those who received his word were baptized, and there were added that day about three thousand souls. ⁴² And they devoted themselves to the apostles' teaching and fellowship, to the breaking of bread and the prayers.

Life among the Believers

⁴³ And fear came upon every soul; and many wonders and signs were done through the apostles. ⁴⁴ And all who believed were together and had all things in common; ⁴⁵ and they sold their possessions and goods and distributed them to all, as any had need. ⁴⁶ And day by day, attending the temple together and breaking bread in their homes, they partook of food with glad and generous hearts, ⁴⁷ praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved.

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.

THE 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.

Developing Your Spiritual Life

Church Attendance

Studying your faith at Acts2 College and preparing for Ministry within the Church pre-supposes a relationship with God and a desire to worship Him with your life. Integral to living a life with Jesus is participation in weekly worship. For Catholics, this means you are expected to attend Mass each Sunday. For non-Catholics, you are expected to attend your local church service.

Private Prayer

With the pressures of study, ministry and, often, work, it is easy to let go of personal prayer time. Learning about God can never substitute for time spent with God in personal prayer, so you are encouraged to set aside a time each day to pray. You will not grow spiritually without maintaining your personal relationship with Jesus.

Practical Ministry (Practicum)

Students at Acts2 College are encouraged to be involved in their local church community, serving and using the gifts that God has given them. This may involve service in your parish, your prayer group or community, or one of the Catholic organisations serving the Church or local community. Diploma of Catholic Youth Ministry students are required to undertake 220 hours practicum, Certificate IV in Catholic Ministry 54 hours, and Certificate III in Catholic Youth Ministry and Leadership 20 hours (if the Volunteering unit is included).

Behaviour on Campus

Acts2 College expects students to conduct themselves as disciples of Jesus Christ in all aspects of their lives. The following behaviour will be expected of students while on campus:

Participate in College Prayer

Mass and Corporate Prayer

Each day at Acts 2 begins with prayer at 9am. The Eucharist is fundamental to living the Catholic faith, and so (where possible) Mass is held weekly on Wednesday mornings. On other days, students participate in Corporate Prayer, which includes a variety of forms of prayer, giving you exposure to a wide range of prayer experiences available in the Catholic Church. These sessions will be led by a member of the College staff; however, at times students may be asked to lead the prayer sessions, providing further experience towards their ministry. Attendance at Mass and Corporate Prayer is compulsory for all full-time students and encouraged for part-time students attending a morning lecture. An attendance record will be kept.

Days of Reflection

During the year, the college will present retreats for campus-based staff and students. Dates for these will be available on the College calendar in Teams. These retreat days will be held instead of the usual class days for Diploma students. Diploma of Catholic Youth Ministry students are expected to attend, as this forms part of their assessment.

Life in the Spirit Seminar or Alpha course

Being a Charismatic College, it is compulsory for all campus-based Diploma students to participate in a Life in the Spirit Seminar (LiSS) or Alpha course. In 2025, this will be delivered on campus as part of the Christian Discipleship unit.

Participate in Service

All students are required to assist in areas of service within the College. Tasks include maintaining a clean canteen, vacuuming/cleaning the classrooms, checking that the bathrooms are in a tidy state and setting up for and clearing up after Mass. Checklists are to be followed to ensure all cleaning tasks are completed. A service roster is on the noticeboard in the main classroom. Please note the area of service you have for the month and make sure your tasks are completed.

Build Good Relationships

Interacting with Others

You are likely to meet people of different ages, faith development stages and from all sorts of backgrounds at Acts2 College. God has brought you all together for a purpose, so it is

important to get to know the other students. We all have much to learn from each other. Try to avoid forming cliques.

Pastoral Care
The care of students is paramount to the College. Diploma students will be placed into Pastoral Care groups, which will meet fortnightly throughout each term. These groups are an opportunity for the students to share their struggles and receive support from each other and their Pastoral Carer.

Break times
Students can use the break times for their personal use, although students are encouraged to spend this time together and to look out for students who may be on their own. Students are permitted to leave campus during break times, but they must ensure they are back before the start of the next class.

Observe the Standard of Conduct

All on campus students are required to observe the Standard of Conduct. Students will face disciplinary action for any breach of the Standard, for cheating, or for other conduct unbecoming of a disciple of Jesus. Discipline may be probation, suspension or in extreme cases, expulsion from the College.

The Standard of Conduct:

Acts2 College, as a Catholic institution, is an environment for developing in relationship with Jesus Christ and for training people for ministry. Acts2 College expects from students a standard of conduct appropriate to the ethos of the College. Failure to adhere to the standards will trigger disciplinary action. Inappropriate behaviour will result in counselling and persistent poor behaviour may result in a student being suspended or removed from the campus or course.

Attendance at prayer
Given our focus on supporting students to transform spiritually as well as gaining knowledge and ministry skills, all full-time students are required to attend daily prayer at 9am on college days.

Punctuality
Punctuality is expected, out of respect for the staff and your fellow students. Students should be in the classroom ready to start class at least five minutes before start time. At times things do happen outside of our control, so if something does occur that will prohibit you from being on time, you are expected to advise the lecturer as soon as possible. Students consistently late may face disciplinary action.

Care of Equipment
God calls us to be good stewards of the resources given to us. With this in mind, all equipment, furniture and other resources are to be handled with care. Accidents do happen though, so any breakages or maintenance issues should be reported to a member

of staff so that the item can be fixed or replaced. An incident form should also be completed and submitted to the Principal.

Throughout the building, there is equipment belonging to other ministries (including electronic and musical equipment). This equipment is not be used without first obtaining permission. The auditorium is out of bounds unless it has been booked for a college activity, as there is expensive equipment in there and it is not a place for play.

Social life
Students are expected to show due respect and cooperation to staff, teachers and other students. You are here to have fun and enjoy the company of fellow Christians as well as to learn, however there is to be no rowdy behaviour as there are a number of businesses operating in the building and we do not want to be a disturbance to them. There is to be no running, shouting or making loud noise in the common areas.

Dress habits
Out of respect for Christ and others attending or working at Acts2 College, students should wear tidy, modest clothing. Whilst at the College, you are an advertisement for what we represent and us. Clothing with offensive images or slogans is not to worn. While body piercing and tattoos are acceptable, any tattoos that are inappropriate or could cause offence must be covered while you are at College or representing the College.

For safety reasons, bare feet are not permitted anywhere inside the campus building.

When ministering in schools or other venues as part of your College activities, you are required to dress and appear professional. Depending on the event you may be required to remove visible body piercing for that time.

Relationships
Acts2 College adheres strongly to all aspects of Catholic teaching; consequently students are expected to abstain from morally illicit relationships (eg homosexual acts, fornication, adultery, etc), pornography or any habits seriously inconsistent with Catholic Christian life.

Life controlling substances
Students are expected to abstain from illicit drugs whilst enrolled at Acts2 College and not to attend College under the influence of alcohol. Acts2 College is a smoke-free campus; this includes vaping.

Speech
Negative humour, and racist, sexist or poor taste jokes have no place in a Christian lifestyle and should not be present within the College.

Computer Use
Students have access in the College to the internet for study purposes. Usage will be monitored and students are not to access any inappropriate sites. Inappropriate use of computers during classes may result in the loss of your right to have a laptop in classes.

Attend all Classes

Students enrolled in on-campus units are expected to attend in person unless they are sick or have received prior permission to attend ministry that day. Morning classes run from 10am – 1pm and afternoon classes begin at 2pm. Finish times are subject dependent and range from 4pm-5pm. Students are not permitted to leave class early without prior permission. Permission will not be granted for to leave early for work or other extracurricular activities. If a student is regularly unable to stay until the class finishes, they will need to complete the unit in online mode.

If circumstances prevent a student from attending in person, they have the option to attend the class online via Teams. Students should advise the lecturer that they wish to access the class online as soon as possible, and with enough time for the lecturer to set up the necessary equipment.

Employment

Students should bear the heavy contact and assessment load in mind when considering part-time employment. Students should not take employment that would encroach on participation in lectures or other compulsory student activities. Work commitments will not be accepted as excuses for late assignments or absence from classes.

Classroom Etiquette

In the classroom, students should be ready to start on time, pay attention, participate and take good notes. If a student is more than 15 minutes late for a class, they may be asked to sit out from the class and complete online material for that class instead.

There is to be no food or drink taken into the classrooms (except water). Students should show respect to the lecturer and the other students by not using their computers or phones to watch videos, access social media etc during class time.

Mobile phones

Mobile phones are to be turned to silent during Mass, class and prayer. If there is some urgent situation that requires you to attend to your phone, please inform your lecturer of the situation.

Study Hours

The Diploma of Catholic Youth Ministry is a full-time course. Diploma students are required to attend classes three days a week as well as keeping another day available for ministry to complete their practicum hours. They are also encouraged to keep an additional day free for study. Contact days for the other courses vary.

Students should ensure that they timetable sufficient study time into their weekly schedule. In addition to contact hours, each subject will involve a significant amount of time to complete assessments. Assistance in time management is available. Students are encouraged to seek help and guidance early in their studies if they need support in this area.

Class Absences

If a student is not able to attend the class in person, they must inform the relevant lecturers as soon as possible on the official class chat or via PM to the lecturer. Students are not to schedule appointments that can be done at other times during classes (for example, doctor or dentist appointments).

Students are expected to make up missed sessions by watching the class video and submitting notes or completing the class material in OneNote before the next class. Students may not be allowed to attend in class until they have caught up on the material they have missed. In this case, the student is still to attend College, but will be given access to a study room during their usual class time so that they can complete the required material.

Ongoing lack of class attendance may result in the student being placed on probation or to be transferred to online enrolment.

If a student is absent for more than two sessions within a single subject that they have not submitted make up material for, they may be required to re-sit the subject. Students receiving Youth Allowance or other benefits must attend a minimum of 80% of total class time each term to retain their benefits. The Principal is required to report breaches to Centrelink.

Absence due to ministry obligations

Occasionally, a student may be asked to participate in ministry on a day in which they have classes. **A student must seek approval from the lecturer/s whose class/es they will miss** before agreeing to participate in that ministry day. If assessment or vital group work is being conducted in class that day, approval will not be given.

Notification of Absence Form

If a student expects to be absent for reasons known in advance, the student must request permission for the absence by submitting the form in advance and obtaining approval for the absence. If any assessments are due during an approved leave period, the student must discuss with the relevant lecturer whether the due date or close date can be changed. **The student must not automatically assume that an approved leave will result in due dates or close dates being postponed.**

If the student is absent due to illness or other unforeseen circumstances and misses an in-class assessment, they must submit a notification of absence form and a doctor's certificate, otherwise penalties will apply. If a student misses more than a week of classes, they must also submit a notification of absence form.

Probation

Students may be placed on probation if they do not demonstrate appropriate behaviour. This probation would result from ongoing behavioural problems, including not showing respect to staff, other students, or college property; violating the Standard of Conduct; or regularly missing compulsory aspects of college life such as attending classes and college prayer.

Facilities

Our Venue

Our venue is a gift from God and needs to be treated with care. Students are able to access the Acts 2 classrooms and library. Students also have access to the canteen area, outdoor seating area and bathrooms, however, these areas are shared use with other tenants in the building so students should use these facilities in a way that is respectful of others present and does not prohibit use or access to others. The main offices, roof and other rooms (including the auditorium) are out of bounds, unless permission to access them has been granted.

Building Security

On College days, students will be able to access the venue from 9am until the end of the last class. Outside of these times, students can also access the venue if there are staff members or other tenants of the venue present. Students should not assume they will have access outside of hours and will need to leave when the last tenant leaves.

Photocopier use

If you wish to use the College printer/copier, you will need to pay for access in advance. See the Principal, who will arrange for a PIN to be registered for you on the machine. Pages are charged at 15c each. Students are advised to keep their PIN confidential. Staff will print material essential to complete assignments for on campus students.

Computer use

The College provides internet access for study and ministry purposes. Students are also allowed to use the internet to check personal email or social media in free time. Access to inappropriate sites will lead to disciplinary action.

Student ID cards

Student ID cards will be issued by the end of the first week of term. Replacement or lost cards may be obtained from the Administrative Assistant at a cost of $5.00.

Local Services

There are a variety of food vendors available within a short walk of the College campus. Students can visit these outside of class times. If you are visiting Hutton&Howe, let them know you are a student here (they know us well) and ask for a coffee card if you are a coffee drinker!

Transport

Access to Public Transport

The College is located close to Glendalough train station. Students can either walk to the College from the station (a 15-20 minute walk) or catch a bus down Scarborough Beach Road.

Travel Concessions

Full time students are eligible for travel concessions. Applications for a Student Smartrider should be obtained from the College, Transperth (online or at an office) or ticket outlets. These will be stamped and signed to authorise your status as a full-time student at the College.

Car Parking

The College is situated in the rear of Integrity House, which also houses a number of businesses. Students who drive to College should park at the rear of the building as parking at the front of the building is reserved for Business Centre tenants. Parking in tenanted bays will result in a fine from the Business Centre.

The Library

Campus-based students are given membership to the Acts 2 Library. You can search the library and request books through a Libraryworld phone app or online at http://www.libraryworld.com/cgi-bin/lw3.pl?command=show_page&pagename=joinalibrary.html. Enter the library name ACTSTOCOME.

Library Hours

The library is open during College hours within the term. Opening during holidays is by appointment only. Students should contact the Librarian to gain access or, in her absence, any other Acts2 staff member.

Course Reserve and Reference Books

A number of references and texts directly associated with courses will be available in the Course Reserve section of the library. These books, along with books in the Reference section, CDs and DVDs, may not leave the building.

Using and borrowing books

All other books may be borrowed for three weeks. To borrow a book, enter the required details in the borrowing log (located by the entrance to the library). Resources are not to be passed between students without advising the library staff.

In borrowing books, please remember that others may also want access to these resources and do not keep them longer than you need them and return them before the end of the borrowing period.

Overdue books

Acts2 College may exercise its right to fine for late return of books, with funds raised returning to the library. All books must be returned or the lost book fee paid in order for a student to graduate.

Lost or Damaged Books/CDS/DVDS

Lost or damaged books/CDs/DVDs will be replaced (or damaged books repaired if possible) at the expense of the student.

Course Enrolment

Recognition of Current Competency (Credit Transfer)

Acts2 College recognises the Statements of Attainment and qualifications issued by other Registered Training Organisations. Should these be relevant to their application to attend Acts2 College, an applicant may apply for credit and should bring the original Statement(s) of Attainment to the enrolment interview.

Recognition of Prior Learning

Students may also apply for Recognition of Prior Learning (RPL). RPL is where a student has life/work/study experience that is equivalent to learning outcomes from the course. Recognition of this experience would mean that the student would not need to complete these subjects. If you wish to apply for RPL, please see the Principal.

Textbooks

Required textbooks:

- **Diploma:** A bible and the Catechism of the Catholic Church (CCC). Online versions may be used.
- **Certificate III in Catholic Youth Ministry and Leadership and Certificate IV in Catholic Ministry:** A bible and either YouCat or the CCC (on campus students are required to use YouCat, online students are encouraged to use YouCat but may use the CCC instead.)

For all courses, the preferred bible translation is the Revised Standard Version – Catholic Edition, and this is the translation that will be used in class.

Both the RSV-Catholic edition and the CCC are available online, but students can also purchase hard copies from the College. On campus students can borrow a copy of YouCat from the library.

In addition to these, students will also be expected to access other resources to complete their assessments. On campus students can access the Acts 2 library, which has many relevant resources available. Online students are encouraged to access a library local to them that has a reasonable collection of theological texts. Lecturers may also be able to provide relevant material to online students.

Communication

Official communication regarding course work and assessments will be sent in Teams via Posts within each subject team. Each course will also have a team, and information regarding the course as a whole (including the practicum) will be posted there. Staff and students can also send private messages in Teams via Chat. These are the preferred communication channels and students are expected to check Teams regularly for messages. It is helpful if students react to messages so that the lecturer knows they have been seen.

Each course will also have a Messenger group chat for the on campus students. This is for urgent messages / reminders. Students may use the Messenger chat to inform the lecturer

if they will be late to or absent from class, although it is preferred that students use a private message if they need to communicate particular details regarding the reason for their absence.

Definition of Full and Part time

Full-time enrolment is defined as being enrolled in at least 75% of the units on offer for your course each term. This number varies depending on the course being studied. If a student is enrolled in less than this, they are deemed to be a part-time student.

Changing Units or Courses

Students are permitted to change units within the first two weeks of the commencement of that subject. Changes after that time would result in students being unable to satisfy the requirements of that subject.

Students wishing to change their course of study are permitted to do so. They should consult the Academic Dean and then complete the Change of Subject/Course form.

Withdrawing from a course or unit

Students are permitted to withdraw from a course or unit by completing a Change of Subject/Course form, however financial penalties may apply. See the Refund of Fees policy for direction.

If the withdrawal occurs within the first two weeks of a subject, there will be no entry on the student's report and transcript. If the withdrawal occurs after the second week, the student's record will show 'withdrawn' for the subject and 'Re-enrol' for the Competency/ies.

Personal development (Audit)

Part time students may choose to study a unit for personal development, in addition to their required units. In this situation, the student would not undertake assessment and would gain no academic credit for the study. There is a cap on the number of places available in each unit, and students enrolling in units for credit will be given priority over students enrolling for personal development.

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.

Tuition Fees

Certificate II in Active Volunteering	$325 per subject per term
Certificate III in Catholic Youth Ministry and Leadership	$2,100 full time
	$325 per subject per term
Certificate IV in Catholic Ministry	$2,800 full time
	$325 per subject per term
Diploma of Catholic Youth Ministry	$5,000 full time
	$325 per subject per term

Fees are to be paid in advance per term. Fulltime students not paying the full term in advance will be required to enter into a payment plan (usually by fortnightly or monthly instalments). Acts2 College aims to be as flexible as practicable with fees payments. Please discuss your particular situation with the Principal.

RPL
The fee for RPL is $150 application fee and $325 per competency; payable on application.

Textbooks
Students will be invoiced for textbooks as books are distributed.

Personal Development Courses
Where courses are taken for personal development, a reduced fee of $200 + GST per subject per term applies.

Refund policy

If the College is for any reason unable to either begin or complete the delivery of a unit/s for which a student has paid fees, the full fees paid for that unit/s will be refunded within 14 days of the intended start date or cessation of the delivery of that unit/s. 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 the unit, the full fee paid minus an administration fee of $55 will be refunded to the student. Where the student has completed two weeks or more of study, there will be no refund for those subjects in the current term. If the subject is a multiple term subject and fees have been paid for the next term, these will be refunded in full.

For online units, the commencement date of the unit is the date on which the unit is released to the student.

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/Abstudy

When enrolled full-time, our Certificate III and Certificate IV courses meet the requirements of an approved course of education and study from an approved institution for the purpose of qualifying for a student payment. Students who feel they may qualify for some type of student payment are encouraged to apply to Centrelink.

Unfortunately, our Diploma students are not eligible for assistance from Centrelink, as only specific diploma programs that qualify for VET student loans are eligible for assistance.

Scholarships

The College offers a range of internal scholarships for Diploma students. There are also external scholarships available to all students, depending on the units they are enrolling in. Details, and application forms for internal scholarships, are available on the College website.

Assessment

Competency-Based Training

Acts2 College delivers competency-based training. This means that underpinning each subject is one or more units of competency. In order to pass each subject a student must demonstrate to a satisfactory standard that they have:

- obtained **all** the essential knowledge required to effectively complete the tasks outlined in elements and performance criteria and listed in the Knowledge Evidence section of the unit/s; and
- developed the ability to complete **all** the tasks outlined in the elements and performance criteria and listed in the Performance Evidence section of the unit/s.

This requirement means that students must complete ALL aspects of an assessment task to a satisfactory level. Students will be allowed multiple attempts at an assessment in order to achieve this standard.

Student Support Plans

Students with physical disability, mental health conditions or learning difficulties will meet with the Academic Dean to develop a Student Support Plan that identifies adjustments that will be made to assessments and training material.

In addition, any student whose academic and/or class performance is consistently below standard, with failure to submit work, or frequently missed classes, will be placed on a Student Support Plan to ensure that they receive adequate support.

The Student Support plans may require students to:

1. Meet with the Academic Dean regularly
2. Attend additional study sessions
3. Refrain from missing classes for ministry purposes

Students who are placed on support plans due to low academic performance may be placed on probation if they fail to meet the conditions specified in their support plan.

Plagiarism

Plagiarism occurs when you claim someone's else work as your own. It will not be tolerated. Plagiarism includes[1]:

- Copying someone else's work or ideas (either a published source or another student's work) without citing the source
- Using a quotation without using quotation marks and citing the source
- Making minor changes to the wording or grammar of the original sentence structure without citing the source

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[1] https://www.enago.com/academy/fraud-research-many-types-plagiarism/

- Giving false information regarding the source of the information
- Using someone's else work as the majority of the answer (including that generated by AI), even when correctly cited
- Copying answers generated by AI software without citing this as the source

Consult the College Style Guide for information on how to correctly cite and reference information for assignments.

When a student is caught plagiarising, the following process will apply:

- In the first instance, students caught plagiarising must completely re-do the work that was plagiarised.
- For a second offence, the student must completely re-do the work that was plagiarised and they will receive a written warning of future action.
- For a third offence, the student will be deemed Not Competent for the unit in which that instance of plagiarism has occurred, and will not be allowed to re-enrol in that unit for six months.
- For a fourth offence, the student will be banned from the College for twelve months. All units not completed will be deemed Not Competent.

This applies across all units a student has enrolled in at the College. This means that repeated offences do not need to have occurred within the same unit for the penalties to apply.

Use of AI tools

The use of generative AI tools (e.g. ChatGPT, Copilot, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas.
- Fine tuning your research questions.
- Finding information on your topic, unless the assignment requires you to use authoritative sources. You may use AI to locate potential authoritative sources but you must then directly access and verify that source.
- Drafting an outline to organize your thoughts.
- Checking grammar and style.

The use of generative AI tools is **not** permitted for the following activities:

- Impersonating you in personal contexts, such as by using the tool to compose reflections and ideas related to your own life and experiences.
- Writing entire paragraph/s or extended dot-point format answers to complete assignments, unless stated otherwise in the assessment details. Material generated by AI must be appropriated paraphrased to meet this requirement. See the Research and Writing Guide for information on how to paraphrase correctly.
- Creating citations for source material you have not accessed yourself.

Students are warned that AI tools may generate information that is inaccurate, biased, outdated or lacking in depth. Students should therefore use AI content critically, assessing for themselves whether the information is accurate and appropriate for the given context. Students should not use AI as a replacement for their own independent thought and creativity. You will be responsible for any inaccurate or biased content you submit.

In particular, any sources referenced by the AI tool should be checked for accuracy and assessed in its full context by accessing the source directly.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content).

Your use of AI tools must be properly documented and cited. See the Research and Writing Guide for information on how to cite material generated by AI tools. Document your use of AI tools by including the following information at the end of the assignment (or where requested):

- Which AI tool you used.
- How you used it.
- A copy of the prompts you used.

Any assignment that is found to have used generative AI tools in unauthorized ways or without proper citation will be subject to the plagiarism policy. When in doubt about permitted usage, please ask for clarification.

Submitting Assessments

Assessments must be completed according to the instructions set out in the Assessment Task. Written assessments will be submitted via Teams. When submitting your assignment, you must also acknowledge the declaration that the work you are submitting is totally your own and is free from plagiarism.

In-Class Assessment
In-class assessments (such as presentations, role-plays, group meetings, and tests) will take place at a time and place set by the College. If you are unable to complete the assessment as scheduled, postponement should be negotiated with the lecturer or Academic Dean. Failing to complete the assessment at the scheduled time will result in a loss of a resubmission attempt, unless a doctor's certificate is provided.

Requirements of Assessment Submission
All other assessments will have an initial due date and a close date set by the assessor. Students are encouraged to submit assessments by the due date to allow enough time to re-attempt the assessment, if required, before the close date.

In addition, each unit has a final close date (for on campus students, this will be one week after the final session of the unit unless you are informed otherwise).

Initial Submission Requirements
The assessor will provide feedback to the student on their initial attempt and advise of any areas that are unsatisfactory.

Resubmissions

Students are allowed two resubmissions attempts up until the assessment close date (for a total of three attempts, including the initial attempt). To guarantee work is marked and returned for an additional attempt, students should allow at least a one-week turn around for each assessment. This means that work submitted within one week of the assessment close date may not be marked in time for another attempt to be submitted.

Reassessment

If a student has not achieved a satisfactory performance in the assessment before the assessment close date, they may apply for reassessment if the unit's final close date has not also passed. Students must complete an Application for Reassessment form and pay the associated fee. If reassessment is granted, students will be given an additional four weeks to complete the assessment. Students are allowed up to three additional attempts before the new close date.

Refer to Figure 1 Assessment Submission Flow Chart.

Assessment Due Date:
Students are strongly encouraged to submit their work by the assessment due date to allow time for further attempts before the assessment close date (if needed).

Reassessment:
Upon approval for Reassessment and payment of the Reassessment fee, students have three additional attempts* to complete the assessment to a satisfactory level before the Reassessment Close Date.

Unit Extension:
Upon approval for Unit Extension and payment of the Unit Extension fee, students have three additional attempts* to complete each assessment to a satisfactory level before the Unit Extension Close Date.

Students must submit work at least a week before an Assessment or Unit Close date to guarantee work will be marked and returned for an additional attempt.

*If at any stage a student has had three unsatisfactory attempts at the assessment via either Reassessment or Unit Extension, they will not be able to continue in the unit and will need to re-enol in the unit at a later stage.
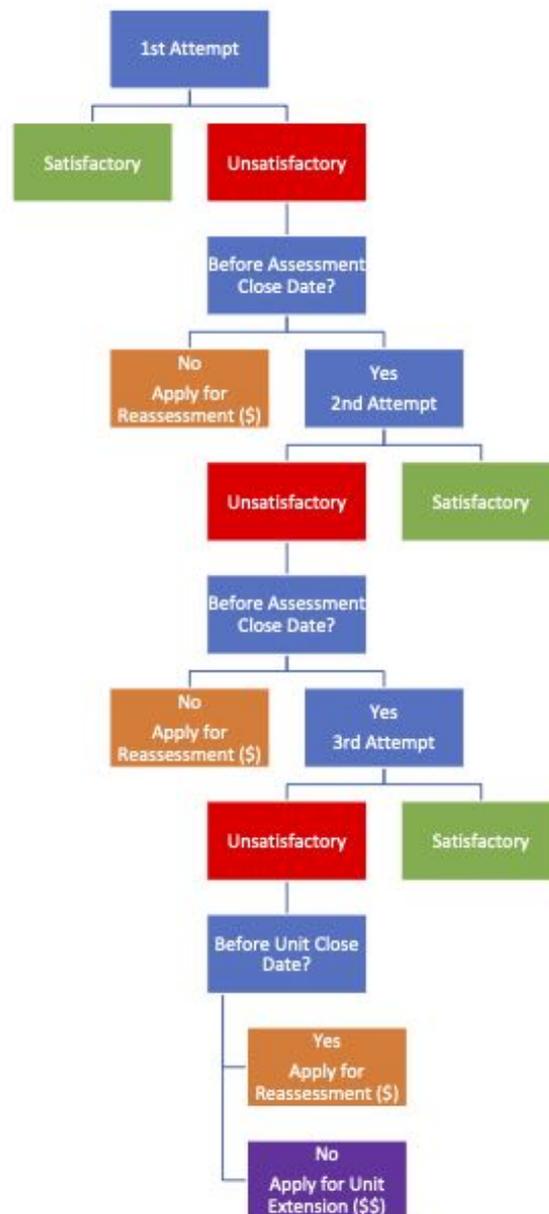
Submission Flow Chart:

Figure 1 Assessment Submission Flow Chart

Assessment of Competency

After the unit's final close date, students will be assessed as either:

- **Competent**: The student has achieved competence against a unit of competence.
- **Not Yet Competent**: The student did not meet the requirements of the competency within the timeframe allowed. The student has the option to extend the unit (if certain conditions are met) or to re-enrol in the unit to achieve competency.

Unit Extension

If a student is deemed not competent after the final close date for a unit, they can apply for a unit extension and pay the associated fee. See the StudentEnrolmentProcedure policy.

Maximum Attempts

If at any stage a student has had three unsatisfactory attempts at the assessment via either Reassessment or Unit Extension, they will not be able to continue in the unit and will need to re-enol in the unit at a later stage.

Special Consideration

Students may apply for special consideration if they have been adversely affected by illness or other significant circumstances outside their control. Students can request to either:

- Put their enrolment on hold and re-enrol in a later offering of the unit (within two years of the original enrolment) for no additional fee. For this option to be requested, the circumstance must have occurred within the first half of the unit and be likely to affect the student for more than two weeks.
- Extend an assessment close date or the unit close date for no additional fee.

Significant circumstances may include but are not limited to:

- death or serious illness of a member of their immediate family or a member of their household or a close friend
- serious illness or injury
- serious disruption to their living arrangements
- being a victim of a crime
- or other significant circumstances

The following are not grounds for special consideration:

- personal or family holidays
- social events (such as birthdays)
- usual work commitments
- study load
- computer and/or IT failure

Students wishing to apply for special consideration should do so as soon as possible.

Applications for special consideration must be supported by either medical evidence (if applying due to personal illness or injury) or a statement from a third party supporting the details of the application. The third party statement can be provided by the student's next of kin or a relevant professional officer. If the Acts2 College staff determine that the situation means that the student is unable to provide the required documents, approval can still be granted. In this case, a staff member should provide a statement outlining the reasons for granting the application without supporting documentation.

Upon receiving the application for an extension of assessment or unit close dates, the academic dean should take into account the situation itself, the expected length of disruption caused by the situation, and the required timeline for assessments (for example, if an assessment must be completed over a particular time interval or in a workplace setting) when considering the length of extension granted.

The Academic Dean may also overrule a request for extension and instead place the student's unit enrolment on hold if it is deemed that the situation is unlikely to resolve within a reasonable timeframe to allow the student to complete the unit.

Right of Appeal

A student has the right to appeal against the result given for an assessment if they believe the result is unfair or incorrect.

You should follow the following procedure:

1. First approach the lecturer to discuss the basis for the result given.
2. If this is not possible, or you are not happy with the lecturer's response, you can lodge a written application to the Academic Dean using the form Appealsform_V2.1_2021 (stored within the Course Notebook), requesting a re-marking. If the Academic Dean is the unit lecturer, submit the form to the Principal.
3. The Academic Dean will then assign a second assessor to mark the assignment. The assessor will propose a result to the Academic Dean, who will then confirm the assessment and inform you of that result. This result is final.

If you participate in an appeals process and are not happy with the result, you can avail yourself of the grievance process. See the Complaints, Grievance & Appeals policy for details.

Graduation

To graduate, a student must be able to demonstrate the following:

1. Competence in each of the competencies for the course in which they are enrolled.
2. All required practicum hours have been completed.
3. All fees have been paid.
4. All library books have been returned.

General Requirements for Awarding of Qualification

The Certificates and Diplomas will be awarded to students who have successfully completed all requirements of the relevant course(s).

All these awards are vocational competency awards.

If a student completes only some of the units contained within a course, they will instead be given a statement of attainment for the units completed.

Feedback and Complaints

Student Complaints policy

Students have a right to be treated with fairness and respect by staff and other students. Should a student have any complaint, the following steps should be followed:

- In line with our desire for Christian relationships, in the first instance, complaints should be discussed with the person involved.
- If this does not resolve the problem, or is inappropriate or impracticable, students may approach a member of Staff or the Pastoral Care Team.
- If the complaint is still unresolved, students may document the complaint for the Principal, who will investigate the matter formally (either in person or through a delegate).
- If at the end of this process a person believes they have been dealt with unfairly, Acts2 College will arrange for the person to meet with an independent body to resolve the matter. Acts2 College is a member of the Independent Tertiary Educational Council Australia (ITECA) and hence can use the mediation services of ITECA.

Quality of Training

Students who are dissatisfied with the quality of training being provided should submit the complaint to the Academic Dean or the Principal.

Students dissatisfied with the final outcome of such complaints can lodge a written complaint with the Australian Skills Quality Authority (ASQA) via the following link: https://www.asqa.gov.au/about/complaints/complaints-about-training-providers.

Note that ASQA does not facilitate students to appeal assessment outcomes with their training providers, nor do they help to resolve disputes between students and training providers. ASQA usually will not advise you about actions they take or the outcome of any investigation.

Feedback/suggestion forms

Acts2 College is committed to continually improving our programs and our service to students. Feedback is sought from students at the end of each subject but is also welcomed at any time throughout the year.

Acts2 College abides by freedom of information and privacy principles. All complaints are taken seriously, and their findings incorporated into procedures as appropriate.

Course Outlines

Certificate III in Catholic Youth Ministry and Leadership (11011NAT)

The Certificate III in Catholic Youth Ministry and Leadership is a program developed to deliver formation in the foundations of the Catholic faith, train young people to be future leaders by developing essential skills in communication, teamwork, time management and other lifestyle skills such a self-care and healthy relationships. Students will also receive opportunities to put those skills into action through working in practical ministry settings such as retreat programs or youth groups, as well as participating in service of others through various works of mercy.

This program is available in full-time or part-time mode. Students must have at least completed year 9 for entry to the course.

On Campus Students

The course is delivered either two days a week on campus, or in a combination mode of one day on campus with additional work completed online.

Year 10 students who wish to apply for an exemption from full-time schooling with the Department of Education, or Year 11 or 12 students who wish to enter into a Notice of Arrangement (NOA) with the Department of Education, need to attend College activities for a minimum of 20 hours per week. This can be achieved through attending the College two days a week for classes and participating one day a week in a volunteer work placement through the 24:7 school ministry program. Please contact the College if you wish to organise one of these arrangements.

Ministry Placement

Some units in this course will require you to complete activities in a ministry setting. If you are not already connected to a Catholic youth ministry organisation (such as a youth group, a retreat team, a school-based program, or some other form of youth ministry), then you will need to find a group that you can work with over the course of this program. This placement must allow you to:

- Complete 20 hours of voluntary service.
- Access policies and procedures that apply to you as a volunteer (note: this may include diocesan level policies and procedures that apply to that organisation).
- Have access to a supervisor with at least one year's experience in that ministry who can:
  - Provide feedback on your work at various stages.
  - Help you prepare to give a presentation.
  This supervisor cannot be a family member or close friend.

- Give a short talk, testimony, or debrief in a ministry setting.
- Assist in a variety of activities that allow you to develop ministry leadership skills.

On-campus students will be allocated to a 24:7 youth group to complete their ministry placement if they do not already have a group to work with.

All on campus units are subject to sufficient class sizes. If the class size is not sufficient, students can complete the unit in online mode.

Subject Descriptions:
Growing in the Spirit
(NAT11011003 Develop Spiritual Life Plans)

- **Knowledge:** Students will learn practical life skills such as time management, features of a healthy lifestyle and relationships, as well as developing their spiritual gifts and habits of prayer.
- **Action:** You will create a "Spiritual Life plan", designed to develop goals and strategies in the areas of personal growth, spiritual gifts, virtues, overcoming bad habits, prayer, time management, and healthy relationships.
- **Unit Requirements:** This course includes assessment tasks that requires you meet with and receive feedback from a mentor who is more experienced in the Christian life than you are.

Volunteering
(CHCVOL001 Be an effective volunteer)

- **Knowledge:** You will learn how to be an effective and reliable volunteer and ensure the safety of those you work with.
- **Action:** You will work with an organisation in a volunteer capacity, completing at least 20 hours of service.
- **Unit Requirements:** This course includes assessment tasks that requires you to complete assigned tasks responsibly, interact with others on the team, seek assistance and feedback on your work, and reflect on your personal strengths and weaknesses.

Develop Communication Skills
(BSBCMM211 Apply communication skills, BSBCMM411 Make presentations, FSKOCM007 Interact effectively with others at work)

- **Knowledge:** You will learn how to interact with and communicate effectively with others, and will hone your presentation style.
- **Action:** You will use your communication skills in various settings by creating three written pieces and giving two short presentations.
- **Unit Requirements:** This course includes assessment tasks that requires you to work with a supervisor who can help you to prepare and give a short talk, testimony or debrief in a ministry setting.

Catholic Beliefs in Action
(NAT11011002 Promote the Catholic faith in interactions with others)

- **Knowledge:** You will receive faith formation aimed at deepening your understanding and knowledge of the Catholic faith through a systematic study of the Creed.
- **Action:** You will plan and implement various service projects that incorporate the spiritual and corporal works of mercy.
- **Unit Requirements:** This course requires you to plan, implement and report on two different activities you have conducted to help support those dealing with selected issues.

Biblical Leadership
(NAT11011001 Develop Christian leadership skills)

- **Knowledge:** You will learn leadership principles as revealed in Sacred Scripture.
- **Action:** You will learn how to develop your leadership skills through engaging in practical activities designed to prepare you for effective ministry and leadership in the Church.
- **Unit Requirements:** This course includes assessment tasks that requires you work in a ministry setting to complete various activities that help you develop leadership skills, and to meet with a mentor you can give you feedback on those skills.

Events
(NAT11011005 Participate in Christian event management, BSBTWK201 Work effectively with others)

- **Knowledge:** You will learn key aspects of teamwork and the legal responsibilities that underpin running an event for young people. As you work together to plan and run events, you will learn about various sources of issues and conflict that arise when working with others and how to work towards resolving those conflicts.
- **Action:** You will apply that knowledge in the context of working with a team to plan, implement and review two different events.
- **Unit Requirements:** Each event will be run outside of the usual class times, during times mutually agreed on by the class.

Online Students

Ministry Placement

Although there is not a minimum number of hours of practical ministry required by the online program, some units (including some core units) will require you to complete activities in a ministry setting. If you are not already connected to a Catholic ministry organisation working with young people (such as a youth group, a retreat team, a school-based program, or some other form of youth ministry), then you will need to find a group that you can work with over the course of this program. For the context of this program, a young person is someone aged 12-25 years.

You will not be allowed to enrol in some units until this is in place.

This placement must allow you to:
- Have access to a supervisor with at least one year's experience in that ministry who can:
  - Provide feedback on your work at various stages.
  - Help you prepare to give a presentation.

  This supervisor cannot be a close family member.

- Give a short talk, testimony, or debrief in a ministry setting.
- Assist in a variety of activities that allow you to develop ministry leadership skills.

Depending on the electives chosen, there may be additional requirements for this placement. See each elective unit for details.

Core Units:

Biblical Leadership
(NAT11011001 Develop Christian leadership skills)

- **Knowledge:** You will learn leadership principles as revealed in Sacred Scripture.
- **Action:** You will learn how to develop your leadership skills through engaging in practical activities designed to prepare you for effective ministry and leadership in the Church.
- **Unit Requirements:** This course includes assessment tasks that requires you work in a ministry setting. Before enrolling in this unit, you must seek approval from an organisation working in Catholic youth ministry that will allow you to:
  - Assist in a variety of activities that allow you to develop ministry leadership skills.
  - Have access to a mentor with at least one year's experience in that ministry who can meet with you and observe you completing leadership skill development activities. This mentor cannot be a family member or close friend.

You will only be enrolled in this unit once we have been advised of the ministry setting where you will complete these activities and the name of your mentor.

Catholic Beliefs in Action
(NAT11011002 Promote the Catholic faith in interactions with others)

- **Knowledge:** You will receive faith formation aimed at deepening your understanding and knowledge of the Catholic faith through a systematic study of the Creed.
- **Action:** You will plan and implement various service projects that incorporate the spiritual and corporal works of mercy.
- **Unit Requirements:** This course requires you to plan, implement and report on two different activities you have conducted to help support those dealing with selected issues.

Growing in the Spirit
(NAT11011003 Develop Spiritual Life Plans)

- **Knowledge:** Students will learn practical life skills such as time management, features of a healthy lifestyle and relationships, as well as developing their spiritual gifts and habits of prayer.
- **Action:** You will create a "Spiritual Life plan", designed to develop goals and strategies in the areas of personal growth, spiritual gifts, virtues, overcoming bad habits, prayer, time management, and healthy relationships.
- **Unit Requirements:** This course includes assessment tasks that requires you meet with and receive feedback from a mentor who is more experienced in the Christian life than you are.

You will only be enrolled in this unit once we have been advised of the name of your mentor and their relationship to you.

Introduction to Communications
(BSBCMM211 Apply communication skills, FSKOCM007 Interact effectively with others at work)

- **Knowledge:** You will learn how to interact with and communicate effectively with others.
- **Action:** You will use your communication skills in various settings: creating three written pieces and giving a short presentation.
- **Unit Requirements:** This course includes assessment tasks that requires you to give a short talk, testimony or debrief in a ministry setting. Before enrolling in this unit, you must seek approval from an organisation working in Catholic youth ministry that will allow you to:
  - Have access to a mentor with at least one year's experience in that ministry who can meet with you to give you feedback on your preparation for your presentation. This mentor cannot be a family member or close friend.
  - Give a short talk, testimony, or debrief in a ministry setting.

You will only be enrolled in this unit once we have been advised of the ministry setting where you will complete these activities and the name of your mentor.

Elective Units:

You must choose four (4) elective units. Once you have selected your elective units, complete the ministry placement and elective selection form.

Presentation Skills

(BSBCMM411 Make presentations)

- **Knowledge:** You will learn how to create effective presentations, including how to structure a presentation, use persuasive communication techniques, and create effective PowerPoint slides.
- **Action:** You will use your skills to plan, prepare, practice, deliver and review two short presentations to audiences of your choice.
- **Unit Requirements:** This course includes assessment tasks that requires you to give two short presentations to an audience and collect feedback from that audience. This can be done in a ministry setting, but it does not have to be.

Work, Health and Safety

(HLTWHS001 Participate in workplace health and safety)

- **Knowledge:** You will learn about policies and procedures that are vital in creating a safe working environment for yourself and others.
- **Action:** You will use this knowledge to complete a variety of workplace activities, such as completing hazard checks, and participating in emergency drills and WHS meetings.
- **Unit Requirements:** This course includes assessment tasks that requires you to have access to a venue where you can conduct a variety of workplace activities relating to work, health and safety. As part of this unit, you will need to be able to arrange to:
    - Have access to a set of emergency procedures and participate in an evacuation drill.
    - Have a supervisor observe you implementing safe work practices.

You should only enrol in this unit once you know that you will be able to complete these activities.

Volunteering

(CHCVOL001 Be an effective volunteer)

- **Knowledge:** You will learn how to be an effective and reliable volunteer and ensure the safety of those you work with.
- **Action:** You will work with an organisation in a volunteer capacity, completing at least 20 hours of service.
- **Unit Requirements:** This course includes assessment tasks that requires you to complete 20 volunteer hours with an organisation. Before enrolling in this unit, you must seek approval from an organisation working in Catholic youth ministry that will allow you to:

- Access policies and procedures that apply to you as a volunteer (note: this may include diocesan level policies and procedures that apply to that organisation).
- Have access to a supervisor who can provide feedback on your work. This supervisor cannot be a family member or close friend.
- Complete at least 20 hours of service.

You can include the ministry-based activities you complete for Biblical Leadership and Introduction to Communications if you want to use that ministry as your volunteer organisation. In this case, we recommend that you begin this unit before beginning either of those units.

You will only be enrolled in this unit once we have been advised of the organisation where you will be volunteering and the name of your supervisor.

Working with Others
(BSBTWK201 Work effectively with others)

- **Knowledge:** You will learn about various sources of issues and conflict that arise in the workplace and how to work towards resolving those conflicts.
- **Action:** You will apply that knowledge in the context of working with a team to solve workplace problems and implement agreed actions.
- **Unit Requirements:** This course includes assessment tasks that requires you to attend meetings, take action from that meeting, and receive feedback in a workplace setting. This work can be in paid or voluntary capacity. Before enrolling in this unit, you must make arrangements with a workplace that will allow you to:
  - Have access to a supervisor who can give you feedback on your work.
  - Attend workplace meetings and be assigned action points.
  - Have access to organisational policies.

You will only be enrolled in this unit once we have been advised of the workplace setting where you will complete these activities and the name of your supervisor.

Mentoring
(NAT11011004 Mentor a young person in their faith journey)

You must be at least 17 years of age to complete this unit.

- **Knowledge:** You will be equipped to mentor other young people in their own faith journey and ministry skills.
- **Action:** You will mentor a young person/s of your own choosing, supporting them in developing and meeting their own goals.
- **Unit Requirements:** This course includes assessment tasks that requires you to meet with a young person or a group of young people at least four times in a mentoring relationship. You should only enrol in this unit once you know that you will be able to establish such a relationship with a young person or group of young people.

Working with Youth
(CHCYTH001 Engage respectfully with young people)

You must be at least 17 years of age to complete this unit.

- **Knowledge:** You will learn how about youth culture, youth development and ways to communicate effectively with young people while taking into account your own cultural values and experiences.
- **Action:** You will use these skills in a role-play simulation as well as in building a professional relationship with a group of young people and working one-on-one with at least one young person.
- **Unit Requirements:** This course includes assessment tasks that requires you to engage with a group of young people on at least five occasions, as well as meeting one-on-one with one young person at least twice. Before enrolling in this unit, you must seek approval from an organisation working in Catholic youth ministry that will allow you to:
  - Have access to a supervisor with at least one year's experience in that ministry who can observe you using communication strategies with the same group of young people at least five times. This supervisor cannot be a family member or close friend.

You should only enrol in this unit once you know that you will be able to establish such a relationship with a young person. Note: If you are completing the Mentoring unit, these meetings can be the same meetings used for that unit.

You will only be enrolled in this unit once we have been advised of the ministry setting where you will engage with a group of young people and the name of your supervisor.

Certificate IV in Catholic Ministry (11012NAT)

The Certificate IV in Catholic Ministry is a program designed to equip you with the knowledge and skills needed to give you the confidence to work effectively in various ministries within the Church. You will receive formation in the foundations of the Catholic faith, study scripture in depth, explore leadership in a biblical context, and lay the foundation for a solid spiritual life. You will develop practical skills in volunteering, organising effective liturgy and learn how to research aspects of the Catholic faith and present that information confidently to others.

This program is available in full-time or part-time mode. Students must have at least completed year 10 for entry to the course.

On Campus Students

The course is delivered either two days a week on campus part-time over the year, or in a blended mode of two days on campus with additional work completed online over six months for full-time mode. Students wishing to complete the program in six months in blended mode should consult the Academic Dean for information on unit availability.

Year 11 or 12 students who wish to enter into a Notice of Arrangement (NOA) with the Department of Education, need to attend College activities for a minimum of 20 hours per

week. Students completing the course in six months can achieve this by attending campus three days a week to attend classes and study sessions. Students completing the course over a year can achieve this by attending the College two days a week for classes and participating one day a week in a volunteer work placement through the 24:7 school ministry program. Please contact the College if you wish to organise one of these arrangements.

Ministry Placement

The Certificate IV in Catholic Ministry includes a 54-hour practicum placement. In addition, some units in this course will require you to complete activities in a ministry setting. If you are not already connected to a Catholic ministry organisation, then you will need to find a group that you can work with over the course of this program. This placement must allow you to:

- Complete 54 hours of voluntary service (at least 20 hours must be with the same organisation).
- Access policies and procedures that apply to you as a volunteer (note: this may include diocesan level policies and procedures that apply to that organisation).
- Have access to a supervisor with at least one year's experience in that ministry who can:
    - Provide feedback on your work at various stages.
    - Observe you implementing safe work practices.
    This supervisor cannot be a family member or close friend.
- Assist in a variety of activities that allow you to develop ministry leadership skills.

On-campus students will be allocated to a 24:7 youth group and/or the 24:7 school ministry program to complete their ministry placement if they have not already made their own arrangements.

Subject Descriptions:
Growing in the Spirit
(NAT11011003 Develop Spiritual Life Plans)

- **Knowledge:** Students will learn practical life skills such as time management, features of a healthy lifestyle and relationships, as well as developing their spiritual gifts and habits of prayer.
- **Action:** You will create a "Spiritual Life plan", designed to develop goals and strategies in the areas of personal growth, spiritual gifts, virtues, overcoming bad habits, prayer, time management, and healthy relationships.
- **Unit Requirements:** This course includes assessment tasks that requires you meet with and receive feedback from a mentor who is more experienced in the Christian life than you are.

Volunteering
(CHCVOL001 Be an effective volunteer)

- **Knowledge:** You will learn how to be an effective and reliable volunteer and ensure the safety of those you work with.
- **Action:** You will work with an organisation in a volunteer capacity, completing at least 20 hours of service.
- **Unit Requirements:** This course includes assessment tasks that requires you to complete assigned tasks responsibly, interact with others on the team, seek assistance and feedback on your work, and reflect on your personal strengths and weaknesses.

Biblical Leadership
(NAT11011001 Develop Christian leadership skills)

- **Knowledge:** You will learn leadership principles as revealed in Sacred Scripture.
- **Action:** You will learn how to develop your leadership skills through engaging in practical activities designed to prepare you for effective ministry and leadership in the Church.
- **Unit Requirements:** This course includes assessment tasks that requires you work in a ministry setting to complete various activities that help you develop leadership skills, and to meet with a mentor you can give you feedback on those skills.

Catholic Beliefs in Action
(NAT11011002 Promote the Catholic faith in interactions with others)

- **Knowledge:** You will receive faith formation aimed at deepening your understanding and knowledge of the Catholic faith through a systematic study of the Creed.
- **Action:** You will plan and implement various service projects that incorporate the spiritual and corporal works of mercy.
- **Unit Requirements:** This course requires you to plan, implement and report on two different activities you have conducted to help support those dealing with selected issues.

Work, Health and Safety
(HLTWHS001 Participate in workplace health and safety)

- **Knowledge:** You will learn about policies and procedures that are vital in creating a safe working environment for yourself and others.
- **Action:** You will use this knowledge to complete a variety of workplace activities, such as completing hazard checks, and participating in emergency drills and WHS meetings.
- **Unit Requirements:** This course includes assessment tasks that requires you to have a supervisor observe you implementing safe work practices.

Acts of the Apostles
(NAT11012002 Analyse and apply spiritual lessons from the Apostolic era)

- **Knowledge:** You will study the development of the early Church through the book of Acts, examining how the Holy Spirit empowered the evangelistic efforts of early Christians.
- **Action:** You will research ways in the which the Holy Spirit has continued to act in the Church through exploring key themes from the book and examining that theme in the context of the modern Church. You will also reflect on the impact this has on your own life.
- **Unit Requirements:** This course requires you to write several reflections as well as a thesis-based essay. The Research, Writing & Presenting unit must be completed before or during this unit to prepare you for the research component of the assessment.

Research, Writing & Presenting
(BSBCMM411 Make Presentations)

- **Knowledge:** You will learn how to effectively research aspects of the Catholic faith and how to present information in an engaging way, including how to write a thesis statement, structure a presentation, use persuasive communication techniques, cite your information correctly, and create effective PowerPoint slides.
- **Action:** You will use your skills to plan, prepare, practice, deliver and review two short presentations.
- **Unit Requirements:** This course includes assessment tasks that requires you to give two short presentations to an audience and collect feedback from that audience.

Gospel of Matthew
(NAT11012001 Communicate the life and messages of Jesus Christ to others)

- **Knowledge:** You will study the person of Jesus Christ, his life and mission through the Gospel of Matthew.
- **Action:** You will explore various gospel themes and reflect on ways this theme impacts yourself and others. You will also analyse one of Jesus' parables in detail and research connections between Jesus and Old Testament characters.
- **Unit Requirements:** This course requires you to write several reflections, a short essay and give a presentation. The Research, Writing & Presenting unit must be completed before or during this unit to prepare you for the assessment.

Liturgy
(NAT11012003 Present liturgy in a Catholic context)

- **Knowledge:** You will study various liturgical norms, learn the meaning of liturgical terms and understand the various components of the parts of Mass.
- **Action:** You will learn how to plan liturgy effectively for a variety of themes.
- **Unit Requirements:** This course requires you to plan, set-up and participate in two different liturgical services. These services will be held on campus.

Online Students

Ministry Placement

The Certificate IV in Catholic Ministry includes a 54-hour practicum placement. In addition, some units in this course will require you to complete activities in a ministry setting. If you are not already connected to a Catholic ministry organisation, then you will need to find a group that you can work with over the course of this program. This placement must allow you to:

- Complete 54 hours of voluntary service.
- Have access to a supervisor with at least one year's experience in that ministry who can provide feedback on your work at various stages. This supervisor cannot be a family member or close friend.
- Assist in a variety of activities that allow you to develop ministry leadership skills.

Depending on the electives chosen, there may be additional requirements for this placement. See each elective unit for details.

You will not be allowed to enrol in some units until you have organised your placement.

Core Units:

Biblical Leadership
(NAT11011001 Develop Christian leadership skills)

- **Knowledge:** You will learn leadership principles as revealed in Sacred Scripture.
- **Action:** You will learn how to develop your leadership skills through engaging in practical activities designed to prepare you for effective ministry and leadership in the Church.
- **Unit Requirements:** This course includes assessment tasks that requires you work in a ministry setting. Before enrolling in this unit, you must seek approval from an organisation working in Catholic youth ministry that will allow you to:
  o Assist in a variety of activities that allow you to develop ministry leadership skills.
  o Have access to a mentor with at least one year's experience in that ministry who can meet with you and observe you completing leadership skill development activities. This mentor cannot be a family member or close friend.

You will only be enrolled in this unit once we have been advised of the ministry setting where you will complete these activities and the name of your mentor.

Catholic Beliefs in Action
(NAT11011002 Promote the Catholic faith in interactions with others)

- **Knowledge:** You will receive faith formation aimed at deepening your understanding and knowledge of the Catholic faith through a systematic study of the Creed.

- **Action:** You will plan and implement various service projects that incorporate the spiritual and corporal works of mercy.
- **Unit Requirements:** This course requires you to plan, implement and report on two different activities you have conducted to help support those dealing with selected issues.

Research and Writing

- **Knowledge:** You will learn how to effectively research aspects of the Catholic faith and how to present information in an engaging way, including how to write a thesis statement, and cite your information correctly.
- **Action:** You will practice annotating, paraphrasing, summarising, and creating citations and reference lists.
- **Unit Requirements:** This is a preparatory course that must be completed before enrolling in Gospel of Matthew or Acts of the Apostles.
  Students can instead choose "Research, Writing and Presenting" as an elective unit to replace this preparatory unit.

Acts of the Apostles
(NAT11012002 Analyse and apply spiritual lessons from the Apostolic era)

- **Knowledge:** You will study the development of the early Church through the book of Acts, examining how the Holy Spirit empowered the evangelistic efforts of early Christians.
- **Action:** You will research ways in the which the Holy Spirit has continued to act in the Church through exploring key themes from the book and examining that theme in the context of the modern Church. You will also reflect on the impact this has on your own life.
- **Unit Requirements:** This course requires you to write several reflections as well as a thesis-based essay. The Research, Writing & Presenting unit must be completed before or during this unit to prepare you for the research component of the assessment.

Gospel of Matthew
(NAT11012001 Communicate the life and messages of Jesus Christ to others)

- **Knowledge:** You will study the person of Jesus Christ, his life and mission through the Gospel of Matthew.
- **Action:** You will explore various gospel themes and reflect on ways this theme impacts yourself and others. You will also analyse one of Jesus' parables in detail and research connections between Jesus and Old Testament characters.
- **Unit Requirements:** This course requires you to write several reflections, a short essay and give a presentation. The Research, Writing & Presenting unit must be completed before or during this unit to prepare you for the assessment.

Elective Units:

You must choose five (5) elective units. Up to two of these units can be selected from online units available in the Certificate III in Catholic Youth Ministry and Leadership, Certificate IV in Pastoral Care and Chaplaincy, or Diploma of Catholic Youth Ministry. Once you have selected your elective units, complete the ministry placement and elective selection form.

Evangelisation Skills
(NAT11011004 Plan and implement an evangelisation strategy)

- **Knowledge:** You will learn different methods of evangelisation as you explore Church teaching on the new evangelisation.
- **Action:** You will learn how to deliver the four-point gospel message, practice giving your testimony, and have the opportunity to accompany someone in one-to-one evangelisation.
- **Unit Requirements:** This course includes assessment tasks that requires you to meet with someone at least three times as you accompany them in their relationship with Christ. You should only enrol in this unit once you know that you will be able to establish such a relationship.

Growing in the Spirit
(NAT11011003 Develop Spiritual Life Plans)

- **Knowledge:** Students will learn practical life skills such as time management, features of a healthy lifestyle and relationships, as well as developing their spiritual gifts and habits of prayer.
- **Action:** You will create a "Spiritual Life plan", designed to develop goals and strategies in the areas of personal growth, spiritual gifts, virtues, overcoming bad habits, prayer, time management, and healthy relationships.
- **Unit Requirements:** This course includes assessment tasks that requires you meet with and receive feedback from a mentor who is more experienced in the Christian life than you are.

You will only be enrolled in this unit once we have been advised of the name of your mentor and their relationship to you.

Volunteering
(CHCVOL001 Be an effective volunteer)

- **Knowledge:** You will learn how to be an effective and reliable volunteer and ensure the safety of those you work with.
- **Action:** You will work with an organisation in a volunteer capacity, completing at least 20 hours of service.
- **Unit Requirements:** This course includes assessment tasks that requires you to complete 20 volunteer hours with an organisation. Before enrolling in this unit, you must seek approval from an organisation working in Catholic youth ministry that will allow you to:

- Access policies and procedures that apply to you as a volunteer (note: this may include diocesan level policies and procedures that apply to that organisation).
- Have access to a supervisor who can provide feedback on your work. This supervisor cannot be a family member or close friend.
- Complete at least 20 hours of service.

You can include the ministry-based activities you complete for Biblical Leadership and Introduction to Communications if you want to use that ministry as your volunteer organisation. In this case, we recommend that you begin this unit before beginning either of those units.

You will only be enrolled in this unit once we have been advised of the organisation where you will be volunteering and the name of your supervisor.

Work, Health and Safety
(HLTWHS001 Participate in workplace health and safety)

- **Knowledge:** You will learn about policies and procedures that are vital in creating a safe working environment for yourself and others.
- **Action:** You will use this knowledge to complete a variety of workplace activities, such as completing hazard checks, and participating in emergency drills and WHS meetings.
- **Unit Requirements:** This course includes assessment tasks that requires you to have access to a venue where you can conduct a variety of workplace activities relating to work, health and safety. As part of this unit, you will need to be able to arrange to:
    - Have access to a set of emergency procedures and participate in an evacuation drill.
    - Have a supervisor observe you implementing safe work practices.

You should only enrol in this unit once you know that you will be able to complete these activities.

Working with Others
(BSBTWK201 Work effectively with others)

- **Knowledge:** You will learn about various sources of issues and conflict that arise in the workplace and how to work towards resolving those conflicts.
- **Action:** You will apply that knowledge in the context of working with a team to solve workplace problems and implement agreed actions.
- **Unit Requirements:** This course includes assessment tasks that requires you to attend meetings, take action from that meeting, and receive feedback in a workplace setting. This work can be in paid or voluntary capacity. Before enrolling in this unit, you must make arrangements with a workplace that will allow you to:
    - Have access to a supervisor who can give you feedback on your work.
    - Attend workplace meetings and be assigned action points.
    - Have access to organisational policies.

You will only be enrolled in this unit once we have been advised of the workplace setting where you will complete these activities and the name of your supervisor.

Research, Writing & Presenting#
(BSBCMM411 Make Presentations)

#This unit is not a listed elective for the Certificate IV, so if selected it will count as one of the two units allowed from another course.

- **Knowledge:** You will learn how to effectively research aspects of the Catholic faith and how to present information in an engaging way, including how to write a thesis statement, structure a presentation, use persuasive communication techniques, cite your information correctly, and create effective PowerPoint slides.
- **Action:** You will use your skills to plan, prepare, practice, deliver and review two short presentations.
- **Unit Requirements:** This course includes assessment tasks that requires you to give two short presentations to an audience and collect feedback from that audience.

This unit can be selected instead of the Research & Writing preparatory course. This unit includes all content from that course, and also includes training and practice in giving oral presentations.

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. You will receive formation in the foundations of the Catholic faith, with full year studies of both scripture and the Catechism. You will also receive in depth training in youth ministry, exploring Church teaching on youth ministry and evangelisation, youth development and ways to connect with young people. You will learn practical skills such as how to operate within the legal framework relating to young people, communications skills, and how to share the gospel and run youth ministry events.

This program is available in full-time or part-time mode. Students must have at least completed year 11 for entry to the course. The course is delivered three days a week on campus with an additional day allocated to the practicum placement.

All Students

Ministry Placement

The Diploma of Catholic Youth Ministry includes a 220-hour practicum placement. In addition, some units in this course will require you to complete activities in a ministry setting. If you are not already connected to a Catholic youth ministry organisation (such as a youth group, a retreat team, a school-based program, or some other form of youth ministry), then you will need to find a group that you can work with over the course of this program. This placement must allow you to:

- Complete 220 hours of voluntary service.
- Access policies and procedures that apply to you (note: this may include diocesan level policies and procedures that apply to that organisation).
- Meet with the same group of young people at least five times.
- Have access to a supervisor with at least one year's experience in that ministry who can:
  - Provide feedback on your work at various stages.
  - Observe you implementing safe and ethical work practices.
  - Observe you using communication strategies with the same group of young people at least five times.

  This supervisor cannot be a family member or close friend.

On-campus students will complete at least 140 hours of their placement with 24:7 School Ministry. They may also be allocated to a 24:7 youth group to complete their ministry placement if they do not already have a group to work with.

Subject Descriptions:

Acts of the Apostles
(NAT11012002 Analyse and apply spiritual lessons from the Apostolic era)

- **Knowledge:** You will study the development of the early Church through the book of Acts, examining how the Holy Spirit empowered the evangelistic efforts of early Christians.

- **Action:** You will research ways in the which the Holy Spirit has continued to act in the Church through exploring key themes from the book and examining that theme in the context of the modern Church. You will also reflect on the impact this has on your own life.
- **Unit Requirements:** This course requires you to write several reflections as well as a thesis-based essay. The Research, Writing & Presenting unit must be completed before or during this unit to prepare you for the research component of the assessment.

Catechism
(NAT11013002 Present the Catholic faith to others)

- **Knowledge:** You will explore the four pillars of the Catholic faith: The creed, the moral life, sacraments and prayer.
- **Action:** You will learn how to present key teachings of the faith to others.
- **Unit Requirements:** This course includes assessment tasks that requires you to research Catholic teaching. The Research, Writing & Presenting unit must be done before or while studying this unit.

Catholic Youth Ministry
(NAT11013005 Plan a strategy for Catholic youth ministry)

- **Knowledge:** You will explore Catholic teaching specific to youth ministry, learn about the needs of young people and research various approaches that have been undertaken in the past to meet those needs.
- **Action:** You will use this knowledge to develop your own strategy for youth ministry.
- **Unit Requirements:** This course includes assessment tasks that requires you to plan a strategy for a specific group of young people. Although this can be a simulated group, you are encouraged to develop the strategy for a group that you are working with for your practicum placement.

Christian Discipleship
(BSBPEF401 Manage personal health and wellbeing, NAT11013003 Engage in spiritual development)

- **Knowledge:** You will examine a range of issues that influence your life and develop skills to manage them. You 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. You will explore the Church's wisdom on the Spiritual life.
- **Action:** You will use this knowledge to create a personal growth strategy that you will work on and review throughout the year to develop various aspects of your own physical, mental and spiritual life.
- **Unit Requirements:** This course includes assessment tasks that requires you to have a mentor who can help you develop this plan and give you feedback.

Research, Writing & Presenting
(BSBCMM411 Make Presentations)

- **Knowledge:** You will learn how to effectively research aspects of the Catholic faith and how to present information in an engaging way, including how to write a thesis statement, structure a presentation, use persuasive communication techniques, cite your information correctly, and create effective PowerPoint slides.
- **Action:** You will use your skills to plan, prepare, practice, deliver and review two short presentations.
- **Unit Requirements:** This course includes assessment tasks that requires you to give two short presentations to an audience and collect feedback from that audience.

Salvation History
(NAT11013001 Interpret biblical passages and apply to contemporary life)

- **Knowledge:** You will learn the overarching story of our salvation as told in the scriptures. You will study the nature of Jesus and explore Paul's teaching.
- **Action:** You will learn how to use the spiritual senses to interpret scripture and prayerfully apply it to your own life and the life of others. You will have the opportunity to present various messages and themes from scripture through giving oral presentations, writing reflections and leading discussions.
- **Unit Requirements:** This course includes assessment tasks that requires you to research scripture passages. The Research, Writing & Presenting unit must be done before or while studying this unit.

Work, Health and Safety
(HLTWHS001 Participate in workplace health and safety)

- **Knowledge:** You will learn about policies and procedures that are vital in creating a safe working environment for yourself and others.
- **Action:** You will use this knowledge to complete a variety of workplace activities, such as completing hazard checks, and participating in emergency drills and WHS meetings.
- **Unit Requirements:** This course includes assessment tasks that requires you to have a supervisor observe you implementing safe work practices.

On Campus Students only

Youth Evangelisation
(NAT11011004 Plan and implement an evangelisation strategy, CHCYTH001 Engage respectfully with young people, CHCCOM002 Use communication to build relationships, CHCYTH021 Support youth programs, NAT11013004 Operate legally in Catholic ministry leadership)

- **Knowledge:** You will learn different methods of evangelisation as you explore Church teaching on the new evangelization. You will learn how about youth culture, youth development and ways to communicate effectively with young people while

taking into account your own cultural values and experiences. You will develop an understanding of the legal and ethical obligations involved when working with young people. You will learn how to develop good communication and conflict management skills.

- **Action:** You will learn how to deliver the four-point gospel message, practice giving your testimony, and have the opportunity to accompany someone in one-to-one evangelization. You will use these skills in a role-play simulation as well as in building a professional relationship with a group of young people. You will also have the opportunity to work with a team to plan and implement a youth event. You will use this knowledge to demonstrate a range of communication strategies as you learn how to run meetings effectively.
- **Unit Requirements:** This course includes assessment tasks that requires you to engage with a group of young people on at least five occasions, as well as meeting one-on-one with someone at least three times as you accompany them in their relationship with Christ. You will also need to conduct formal meetings with at least 2 other people present.

Liturgy
(NAT11012003 Present liturgy in a Catholic context)

- **Knowledge:** You will study various liturgical norms, learn the meaning of liturgical terms and understand the various components of the parts of Mass.
- **Action:** You will learn how to plan liturgy effectively for a variety of themes.
- **Unit Requirements:** This course requires you to plan, set-up and participate in two different liturgical services. These services will be held on campus.

Online Students only

Communicating in Ministry
(CHCCOM002 Use communication to build relationships)

- **Knowledge:** You will learn how to develop good communication and conflict management skills. You will examine your own culture and the impact this has on your communications.
- **Action:** You will use this knowledge to demonstrate a range of communication strategies as you learn how to run meetings effectively.
- **Unit Requirements:** This course includes assessment tasks that requires you to meet with a group of others. This can be done as a simulation if needed.

Evangelisation Skills
(NAT11011004 Plan and implement an evangelisation strategy)

- **Knowledge:** You will learn different methods of evangelisation as you explore Church teaching on the new evangelisation.
- **Action:** You will learn how to deliver the four-point gospel message, practice giving your testimony, and have the opportunity to accompany someone in one-to-one evangelisation.

- **Unit Requirements:** This course includes assessment tasks that requires you to meet with someone at least three times as you accompany them in their relationship with Christ. You should only enrol in this unit once you know that you will be able to establish such a relationship.

Mentoring
(NAT11011004 Mentor a young person in their faith journey)

- **Knowledge:** You will be equipped to mentor other young people in their own faith journey and ministry skills.
- **Action:** You will mentor a young person/s of your own choosing, supporting them in developing and meeting their own goals.
- **Unit Requirements:** This course includes assessment tasks that requires you to meet with a young person or a group of young people at least four times in a mentoring relationship. You should only enrol in this unit once you know that you will be able to establish such a relationship with a young person or group of young people. This may be the young people are you working with for your ministry placement but it does not have to be.

Operate Legally
(NAT11013004 Operate legally in Catholic ministry leadership)

- **Knowledge:** You will examine the legal and ethical environment within which youth ministry sits.
- **Action:** You will learn how to operate in a legal and ethical manner and how to provide guidelines necessary for particular types of events and ministry.
- **Unit Requirements:** This course includes assessment tasks that requires your legal and ethical behaviour during ministry to be observed. Before enrolling in this unit, you must have access to a supervisor with at least one year's experience in that ministry who can observe you behaving legally and ethically. This supervisor cannot be a family member or close friend.

Working with Others
(BSBTWK201 Work effectively with others)

- **Knowledge:** You will learn about various sources of issues and conflict that arise in the workplace and how to work towards resolving those conflicts.
- **Action:** You will apply that knowledge in the context of working with a team to solve workplace problems and implement agreed actions.
- **Unit Requirements:** This course includes assessment tasks that requires you to attend meetings, take action from that meeting, and receive feedback in a workplace setting. This work can be in paid or voluntary capacity. Before enrolling in this unit, you must make arrangements with a workplace that will allow you to:
  - Have access to a supervisor who can give you feedback on your work.
  - Attend workplace meetings and be assigned action points.
  - Have access to organisational policies.

You will only be enrolled in this unit once we have been advised of the workplace setting where you will complete these activities and the name of your supervisor.

Working with Youth
(CHCYTH001 Engage respectfully with young people)

- **Knowledge:** You will learn how about youth culture, youth development and ways to communicate effectively with young people while taking into account your own cultural values and experiences.
- **Action:** You will use these skills in a role-play simulation as well as in building a professional relationship with a group of young people and working one-on-one with at least one young person.
- **Unit Requirements:** This course includes assessment tasks that requires you to engage with a group of young people on at least five occasions, as well as meeting one-on-one with one young person at least twice. Before enrolling in this unit, you must seek approval from an organisation working in Catholic youth ministry that will allow you to:
    - Have access to a supervisor with at least one year's experience in that ministry who can observe you using communication strategies with the same group of young people at least five times. This supervisor cannot be a family member or close friend.

You should only enrol in this unit once you know that you will be able to establish such a relationship with a young person. Note: If you are completing the Mentoring unit, these meetings can be the same meetings used for that unit.

2026 Calendar

Important Dates

Term 1 (9 week term)	Tuesday 2 Feb – Thursday 2 April
Public holidays in Term 1:	NA
Last date to change or withdraw from Term 1 units without penalty:	Friday 12 Feb
Term 1 unit close date:	Friday 10 April

Term 2 (11 week term)	Tuesday 21 April – Thursday 2 July
Public holidays in Term 2:	NA
Last date to change or withdraw from Term 2 units without penalty:	Friday 1 May
Term 2 unit close date:	Friday 10 July

Term 3 (10 week term)	Tuesday 21 July – Thursday 24 September
Public holidays in Term 3:	NA
Last date to change or withdraw from Term 3 units without penalty:	Friday 31 July
Term 3 unit close date:	Friday 2 October

Term 4 (8 week term)	Tuesday 13 October – Thursday 3 December
Public holidays in Term 4:	NA
Last date to change or withdraw from Term 3 units without penalty:	Friday 23 October

End of year close date:	Friday 11 December

Privacy Notice and Access to your information

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

Should the required personal information not be provided, we will be unable to enrol you as a student at our college.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Acts 2 College of Mission & Evangelisation to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Contact: The Principal

Acts 2 College of Mission & Evangelisation

67 Howe St, Osborne Park, WA 6017 / PO Box 1118, Osborne Park, WA 6916

E: principal@acts2come.wa.edu.au

Ph: 0475 825 103

Students may access their own personal files on request; however, contents are not to be removed from the College. Access to files must be arranged in advance, either through the Administrative Assistant or the Principal. Access will be supervised and signed off on student memo at the front of each file.

Legislation that may affect you

Acts2 College supports and complies with all laws, rules and regulations regarding the provision of education services.

All legislation is available online and a link to Commonwealth and State current legislation databases has been placed into the Course Notebook.

Code of Practice

Introduction

Acts 2 College of Mission & Evangelisation (Acts2 College) is a Registered Training Organisation (RTO) with an approved scope of training under the provision of the AQF and the Standards for Registered Training Organisations (RTO) 2015.

This Code of Conduct reinforces an organisational commitment to the compliance with the registration standards as set out in the Standards for Registered Training Organisations (RTO) 2015 and policies approved by the Australian Skills Quality Authority.

Acts2 College:

- Has practices which maintain high professional standards in the delivery of training and assessment services, and which safeguard the interests and welfare of candidates.
- Maintains a learning environment that is conducive to the success of candidates.
- Has the capacity to deliver and assess the vocational qualifications for which it has been registered, provide adequate facilities, and use methods and materials appropriate to the learning and assessment needs of candidates.
- Monitors and assesses the performance and progress of candidates.
- Ensures that Acts2 College staff are not only suitably qualified but are also sensitive to the cultural and learning needs of candidates and provides training for staff as required.
- Ensures that assessments are conducted in a manner, which meets the endorsed components of the Training Package and other relevant Training Packages as applicable.
- Is committed to access and equity principles and processes in the delivery of its services.

Following are details regarding training and assessment services, which form the Code of Practice.

Learning and assessment strategies

Access to the following details will be given to clients prior to the commencement of any training and assessment provided by Acts2 College:

- Student Handbook
- Time and Venue for Training
- Learning Program/Course outline
- Pre-requisites / Course Entry Requirements (if applicable)
- Fees and charges (if applicable)
- Skills Recognition opportunities
- Learning and Assessment methods

Training delivery

In support of their commitment to quality training delivery, Acts2 College will:

- Maintain a learning environment that is conducive to the success of students.
- Maintain the capacity and resources to deliver training within their approved scope of registration.
- Provide adequate facilities and use methods and materials appropriate to the learning needs of clients and meet requirements dictated by the Training Package and other relevant Training Packages if applicable.
- Monitor, assess and document the performance and progress of students.
- Ensure that Acts2 College and contracted staff are suitably qualified and sensitive to the cultural and learning needs of students.
- Ensure access to professional development and training as required for Acts2 College staff.
- Provide applicants with appropriate Skills Recognition opportunities.

Assessment

In support of their commitment to quality assessment, Acts2 College will ensure:

- All assessments are conducted by qualified assessors using industry endorsed competency standards,
- Methods of assessment will be in accordance with the Accredited Course, Training Package and other relevant Training Packages if applicable,
- Students are provided with not less than two attempts to demonstrate competency against a unit of competency. Further attempts to demonstrate competence and cost will be at the discretion of Acts2 College.

Students are provided with an equitable assessment appeals process.

Assessment appeals process

A student may appeal his/her assessment through request to the Academic Dean within 5 working days of assessment on the grounds that the assessment was not:

Valid: Means that the assessor assesses only what is necessary for the demonstration of competence.

Reliable: Means that another assessor looking at the same evidence would arrive at the same conclusion.

Flexible: Means that each individual is provided with the opportunity to present evidence

Fair: Means that the process is transparent and equitable.

The Appeals process will then be completed in accordance with the Complaints and Appeal Policy.

Recognition

Recognition may be in the form of Recognition of Current Competency (RCC) or Recognition of Prior Learning (RPL), both of which are an integral part of competency-based training.

Recognition acknowledges, on an individual basis, competencies obtained by a learner through formal training, work experience and/or life experience. The main focus of Recognition is on the outcome of the experiences and not the how, when, where or for how long the learning has occurred.

Acts2 College will use the following criteria for determining RCC:

- The candidate has actually achieved the unit(s) of competency that is/are being claimed.
- The unit(s) of competency is/are still valid and performable.
- The learning has reached the accepted standard.
- The learning is applicable to the area claimed.
- The unit of competency can be applied outside the specific context in which it was learned.

Acts2 College will use the following criteria for determining RPL:

- The candidate has informal learning or life experience that has enabled them to develop the knowledge and skills of the competency/ies.
- That learning or experience is transferrable to current industry requirements.
- The candidate can provide sufficient evidence to support claimed learning.
- The candidate in able to be assessed against all aspects of the competency/ies.

The principles, processes and implementation of Recognition applied and undertaken by Acts2 College are in accordance with the Skills Recognition Framework for Vocational Education and Training.

Recognition may be used to achieve credits (on a successful outcome) for units of competence for training programs run by Acts2 College.

Marketing

Where applicable, Acts2 College:

- Markets and advertises its products and services in an ethical manner.
- Gains written permission from students before using personal information in any marketing materials.
- Accurately represents recognised training products and services to applicants.
- Ensures no false or misleading statements and/or comparisons are drawn with any other training organisation or qualification.

Fees and charges

Acts2 College will honour its advertised schedules of fees, except where fees are altered and disclosed in documentation supplied at enrolment. Any changes in fees will be fairly and equitably applied, widely advertised and clearly indicate the effective date on the new fees. Fees and payment methods will also be clearly documented in all relevant training and assessment materials.

Complaints

Complaints unrelated to the training and assessment process should be resolved in accordance with the Access and Equity Policy Guidelines.

Recruitment

Recruitment of Trainers and Assessors is conducted at all times in an ethical and responsible manner, consistent with the requirements of the training and assessment services being provided.

Acts2 College will ensure that the selection decisions are fair, comply with equal opportunity legislation, and comply with Acts2 College Staff Policy.

Enrolment

Prior to enrolment, Acts2 College provides applicants with comprehensive and complete information regarding course prerequisites, program and course content and expected outcomes.

Record keeping

Acts2 College:

- Keeps complete and accurate records of the enrolment, progress and assessment outcomes of students during training.
- Has a procedure for the retention of records of qualifications and statements of attainment it has issued for 30 years
- Provides access to, or copies of these records to students upon request.

Information provision

Acts2 College:

- Supplies accurate, relevant and up-to-date information to applicants and students.
- Supplies this information to applicants prior to enrolment and regularly reviews all information provided to ensure its accuracy and relevance.

Issuance of qualifications

Acts2 College issues Qualifications, academic transcripts and Statement(s) of Attainment to clients who meet the required outcomes of a qualification, unit of competency or course as described in our registered scope, and in accordance with the Australian Qualifications Framework (AQF) Implementation Handbook and the *Standards for Registered Training Organisations (RTO) 2015*.

Support services

Acts2 College provides adequate protection for the health, safety and welfare of clients and, without limiting the ordinary meaning of such expression; this includes access to adequate and appropriate support services in terms of academic and personal mentoring.

Acts2 College will monitor each client's needs in relation to language, literacy and numeracy through induction, enrolment and interviews. Referral may be given to outside assistance to raise these skills to the required level.

Other support includes skills recognition, flexible learning, tutoring, pre-assessment interviews and access to RTO staff.

Disciplinary procedures

To ensure all clients receive equal opportunity to gain the maximum benefit from their training, any person(s) displaying the following dysfunctional or disruptive behaviour may be asked to leave the session and/or the course. Examples of unacceptable behaviour include but are not limited to the following:

- Continuous interruptions of the trainer.
- Smoking on campus.
- Being disrespectful to other participants.
- Harassment by using offensive language.
- Sexual harassment.
- Acting in an unsafe manner that places themselves and others at risk.
- Refusing to participate, when required, in group activities.
- Continued absence or late arrival at required times.

Quality control

Acts2 College seeks feedback from students on their satisfaction with the services they have received and seeks to improve its services in accordance with their expectations.

Acts2 College seeks feedback from Trainers and Assessors based on their participation within a course to identify improvements, ensure information is up to date and at a high level of presentation.

National recognition

Acts2 College will recognise and record other AQF Qualifications and Statement(s) of Attainment issued to you from other RTOs.