

Prospectus

2018



Acts 2 College of Mission & Evangelisation



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National Provider No 51452

Jan 2018

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WELCOME

FROM THE ARCHBISHOP OF PERTH

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



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

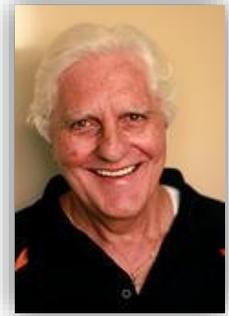
The content of the presentations and the Catholicity of the College are at all times subject to the approval and scrutiny of the local Ordinary. Acts 2 College has my support and encouragement as it continues its work and I would encourage all Catholics who want to deepen their faith journey to consider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

Most Rev Timothy Costelloe, SDB DD
Archbishop of Perth

FROM THE CEO

The Catholic faith is an exciting journey.

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



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

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

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

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

Reg Firth
Regional Leader,
Disciples of Jesus Covenant Community

 FROM THE PRINCIPAL

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



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

2018 marks the fourteenth year of operation for Acts 2 College and we are very excited that God has chosen to use us year after year to change the lives of those who come to us. Please take time to read some of the testimonies in this prospectus. Most have gone on to deepen their vocations within the Church, either discerning priesthood; serving their parishes and schools, or serving the wider Church in paid or voluntary youth ministry positions. Our graduates are running some of the largest youth groups in Perth, collectively ministering to around 200 young people every week. They are also running school retreats, serving as Chaplains or youth ministers in schools, and adding life and vitality to their local parishes through their prayer and service. All testify to a strengthening of, and commitment to, their Catholic faith.

In 2016, we commenced a partnership with the Knights of the Southern Cross to run its leadership Academy for up and coming leaders in Catholic Secondary Colleges and we will continue this into the future. We also started working closely with Catholic Secondary Colleges to make our courses available either online or through auspice. Both the Certificate II in Active Volunteering and the Certificate III in Catholic Youth Ministry and Leadership are approved by SCSA. In 2017, we deepened this connection with the first intake in our new 24:7 Internship program. This internship uses online and intensive training workshops to take senior secondary students through the Certificate II and III courses in conjunction with 24:7 youth groups in colleges and parishes.

2018 will also see the first intake in the Certificate IV in Chaplaincy and Pastoral Care, which we added to our scope in 2017. With the growing awareness of the need for trained chaplains in our Catholic Schools and the growing demand for our graduates, we are very excited about the opportunities this qualification will bring. This course has been structured such that it can be studied as a stand-alone course;

or can be studied in tandem with our Certificate IV in Catholic Ministry to obtain both qualifications in an 18-month period.

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

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

Jane Borg

TESTIMONIES

Acts2CoME has been such an amazing year with such great and joyful people! Some of my favourite moments of this year have been going on a 40km hike on the Bibbulman track, playing games with the elderly at Little Sisters of the Poor, hanging out with the Youth Mission Team and learning about Apologetics, Sacraments and Prayer and the Old Testament. Studying at Acts2CoME has taught me that the Bible is not just a book but also something that is alive, powerful, personal and essential. It has taught me the beauty of our Catholic faith and how we are to always share it with others, and celebrate. I chose to study at Acts2CoME because I wanted to be firm in my faith when I went to Uni. I now feel prepared and can't wait for next year! (Kym spent 2014 working in ministry as a member of the Youth Mission Team Australia).

KYM, class of 2011

The year at Acts2CoME was full of spiritual enlightenment, courage, growth and strength needed for my journey with Christ. A year every Catholic needs.

MARIE, class of 2012

My year at Acts2CoME was influential in my life because it taught me valuable skills, not only for youth ministry, but also for my personal life. The course was well rounded; helping me broaden my knowledge not only of the Catholic faith but also of the world we live in today.

ABRAHAM, class of 2013

My year at Acts2CoME was a great stepping-stone for the future. It has thoroughly improved my spiritual journey and kick started me back into study after taking a break for a few years. Since completing my studies at Acts2CoME I have returned to university to complete my studies in the area of Communication and Media, and have worked in the areas of Youth Ministry and Lecturing. I feel Acts2CoME has equipped me with invaluable experience working in Ministry, as well as working with young people, both of which have proven extremely useful in my professional life.

CAMERON, class of 2013

Being an Acts2CoME student in 2014 meant that I got to learn more about myself. It helped me greatly learn many important things about my faith and how to build a closer relationship with God and how to be a true disciple for Christ, ready to do what ever He asks of me at any stage of my life. I learnt many useful things about youth ministry, which helped me realise the importance of building strong relationships with others, so that we can help each other on our journeys to heaven. Acts2CoME was probably the best decision I made at the start of the year, as not only I learnt many things, but it has also opened many opportunities in my life, such as now working as a youth minister at St Thomas Moore Bateman parish. So honestly, how much better can it get? Working for God in a ministry that I love thanks to all the things that I learnt at Acts2CoME in 2014.

AURA, class of 2014

My year at Acts2CoME has been one of learning and personal growth. It has deepened my understanding of Church teachings and enabled me to discover deeper

layers of hidden meaning in the Scriptures. The staff members at Acts2CoME are both passionate and personally invested in supporting each student's needs and learning. Through regular school and aged care ministry opportunities, as well as many fun, creative and varied assignments, projects and presentations throughout the year, my confidence, faith and self-belief has begun to really blossom. What a blessed and privileged year!

LINDA, class of 2015

My time at Acts2CoME in 2016 was awesome! I studied with some inspiring young people and supportive lecturers. Our schedule made it easy to go to daily Mass and they really pushed me in my faith, and to not be afraid to share it with others in a loving way. This year I'm using my Certificate IV by working for 24:7 School Ministry, which is like getting paid to have fun!

CATHERINE, class of 2016

Studying at Acts 2 was an awesome decision and I'm so grateful that I had the opportunity to do so. It has provided me with a year of deepening my faith and finding the confidence to step up and lead. It allowed me to gain the qualifications needed to start serving in youth ministry. I'm currently the head Youth Minister at 24:7 Osborne Park youth group and helping on school ministry days. Overall Acts2CoME has given me a passion to go out and evangelise, a strong foundation in faith and the desire to do God's work! That's why Acts 2 is my Bible College!

JACINTA, class of 2016

My year at Acts 2 was one of the best years of my life, I learnt so much and built relationships that will last a lifetime. Because of that year, I am now working as a Youth Minister for the Bassendean and Ocean Reef 24:7 youth groups. I am also studying the Diploma this year, which I am enjoying.

SAMUEL, class of 2016

Acts 2 was a faith-filled journey full of knowledge from ancient church history to Christ's death on the Cross. It taught me arguments for defending my faith, and to live a life dedicated to Christ. After studying at Bible College, I used my qualification to enroll in Registered Nursing at university, and continue to volunteer in youth ministry and 24:7 school ministry team.

STEPHEN, class of 2016

During my year at Acts 2 I learnt a lot about my faith through classes like Catechism, the Old and New Testaments, and Youth Ministry orientated classes. They have given me more confidence and the skills I need to run a youth group. I will never forget my time at the College and have made lifelong friends.

LIONEL, class of 2016

ABOUT ACTS2COME

LIFE CHANGING

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

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

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

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

OUR VISION

The principal objective of the College is to make the person of Jesus the centre of the faith and life of every student so that He may be their constant point of reference and the inspiration of every initiative and commitment for the education of the new generations. Students will embrace the call to witness that Jesus, and Jesus alone, can give true peace to the heart of individuals, families and peoples on this earth. (adapted from JP11, WYD)

In the words of the Australian Catholic Bishops, students will be asked "to open themselves unreservedly to the grace and energy of the Holy Spirit and be apostles of Christ in Australia".

LOCATION OF ACTS2COME

Acts2CoME is located at 67 Howe Street in Osborne Park, close to the corner of Howe and Hutton Streets.



ACCOMMODATION

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

STUDENT LIFE AT ACTS2COME

PRACTICUM

Students at Acts2CoME are encouraged to be involved in their local church community, serving and using the gifts that God has given them. Christian Ministry students are required to undertake 120 hours practical ministry/service over the year. The practicum ensures the material learned in the course is applied in practical ways that benefit both the student and the Parish/organisation. The practicum is an essential aspect of the course and Graduation is dependent upon its completion.

MASS AND CORPORATE PRAYER

The Eucharist is fund on those days for which a priest is available. Attendance is compulsory for all full-time students, and encouraged for part-time students attending a lecture that follows Mass.

Corporate prayer is held once a week. Attendance at these prayer sessions is a vital aspect of College life. Initially in each year, a member of the College staff will lead these sessions; however, this responsibility will then pass to students, providing further experience towards their ministry.

STUDENT SUPPORT

Every effort is made to provide students with spiritual, academic and personal support. Academic support is available through lecturers and tutors. There is a Pastoral Care Team who you may approach or the Principal's door is usually open.

SERVICE

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

LIBRARY

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

TEXTBOOKS

The College uses the Ignatius Press Catholic Revised Standard Version Bible. Students studying on campus are provided with all textbooks and invoiced at the commencement of the academic year. These have been obtained at lowest possible prices to keep study costs to a minimum. Students undertaking study online will be provided with a booklist.

COMPUTER REQUIREMENTS

Students are required to provide their own computers/laptops loaded with word processing software. Should a student not own a laptop, the College has a small number of laptops available for use during study hall.

THE CURRICULUM

INTRODUCTION

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

In addition, students have opportunities to learn practical ministry skills such as communication, presenting the Gospel message, leading small groups, establishing and running a youth group, learning a musical instrument and how to use it in ministry settings; as well as a variety of other skills.

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

ACCREDITATION AND REGISTRATION

Acts2CoME is nationally registered through the Australian Skills Quality Authority (ASQA) to deliver the following qualifications and accredited courses: Certificate I in Active Volunteering (CHC14015); Certificate II in Active Volunteering (CHC24015); Certificate III in Catholic Youth Ministry and Leadership (10601NAT); Certificate IV in Catholic Ministry (10602NAT); Certificate IV in Chaplaincy and Pastoral Care (CHC42315); Certificate IV in Screen and Media (CUA41215); and Diploma of Catholic Youth Ministry (10603NAT). The accredited courses have been developed by Acts2CoME to meet the requirements of ministry within Catholic parishes, schools and the wider Catholic Church, with specific emphasis on youth ministry.

Acts2CoME is a Registered Training Organisation and hence nationally recognised to teach these qualifications and accredited courses.

TRAINING FOR MINISTRY

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

ACADEMIC YEAR 2018

Contact hours are generally held between Monday and Thursday each week over three trimesters. Exceptions to this will be provided under individual course descriptions within this prospectus and online.

Orientation:	Monday 5 th February to Friday 9 th February 2018
Trimester 1:	Monday 12 th February to Thursday 3 rd May 2018
Trimester 2:	Monday 21 st May to Thursday 9 th August 2018
Trimester 3:	Monday 27 th August to Thursday 15 th November 2018

Each 12-week block will have a one week break mid trimester. These dates are shown on the College calendar on our website. A week of mission will be held during the year, at a time and location to be negotiated with students and mission location.

Graduation for students will be in first term of each year, and will coincide with commissioning of new full-time students of the College for that year.

ORIENTATION WEEK

Attendance at Orientation is compulsory for all full-time campus-based students and is run over five days. Online and part time students who are unable to attend O-Week will have access to necessary material through Moodle. The week will be divided into several components. Students will be taken through key policies and procedures of the College and their rights and responsibilities. The second component will involve study and learning skills including research techniques, time management, and assignment writing. Thirdly, students are introduced to prayer, liturgy, and key resources they will need to use during their time at College. Fourthly, students will be briefed on their practicum requirements and spend time reflecting on the call of Catholics to works of mercy. Students will be introduced to Work Health and Safety and made familiar with policies and procedures of the College in WH&S.

Students will be required to attend College from Monday to Friday during Orientation week. Each day will start with mass at 9.00am and conclude by 4.00pm. There will be a social function during this week to allow students to get to know each other and the staff.

FOUNDATION SKILLS

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

INTENSIVES

The College may offer intensive courses from time to time, either as part of the full-time courses or to take advantage of visiting experts to provide other courses that may be of wider interest within the Church community. This may especially be the case where online learning occurs in areas remote to our campus.

Some Units of Competency may also be offered as intensives over full days or weekends, or online.

EVENING COURSES/WEEKENDS

The Certificate IV in Screen and Media will be delivered under an auspice agreement with Mount Pleasant College. Further details are available on our website or through www.mpc.wa.edu.au.

Where courses are delivered with a mix on online and face-to-face training there may be weekend intensive course delivery. Students will be advised at enrolment should part of their training.

ONLINE LEARNING

From the 2018 academic year, all courses except for the Certificate IV in Screen and Media will be available for online study. Certificates I to III will be self-paced; however the Certificate IV in Catholic Ministry and the Diploma of Catholic Youth Ministry will run alongside campus-based delivery of the units. Online course delivery will involve a mix of video, animation, and PowerPoint presentations; with interaction with other students available through forums. Courses will operate either through our Moodle Student Learning System or OneNote, as will submission of assessments. Each student will have access to the lecturer or tutor involved in his/her unit(s) and can be assured of full support in his/her studies.

USUAL DAILY TIMETABLE FOR FULLTIME COURSES

Time	Mon	Tues	Wed	Thursday
9.00	Corporate Prayer		Mass	Lecture
9.45	Lecture	Lecture	Lecture	
1.00	Lunch	Lunch	Lunch	Close
1.30		Little Sisters of the Poor outreach (close 3-15pm)		
2.00	Lecture		Lecture/study hall	
5.00	Close	Close	Close	
8.00 – 9-30*				

WORKING WITH CATHOLIC SECONDARY COLLEGES

COURSES

In 2012, Acts2CoME commenced work with two Catholic colleges to develop and implement three courses that allow these colleges to recognise the significant work by students throughout their secondary schooling in the areas of service, ministry and leadership development. Throughout 2013, discussions were held with four more colleges, who commenced partnerships in 2014/15.

Certificate I in Active Volunteering introduces students to basic work and volunteering skills, as well as work health and safety. Certificate II in Active Volunteering builds on the competencies gained in the Certificate I program, expanding their knowledge and skills base.

The Certificate III in Catholic Youth Ministry and Leadership allows specialisation through choice of electives, depending on the emphasis for developing students within the senior college years. The certificate program can be streamed to emphasise leadership, youth ministry or retreat teams; however units can be chosen across those streams to provide a more general training.

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

PARTNERING OPTIONS

There are now two options available for secondary colleges –

1. Students enrol for online training on a fee-for-service basis with Acts 2 College.
2. The Secondary College enters into an auspice partnership with Acts 2 College

1. Fee for Service

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

Certificate I in Active Volunteering (CHC14015)

\$300

Certificate II in Active Volunteering (CHC24015)	\$550
Certificate III in Catholic Youth Ministry and Leadership (10601NAT)	\$2100

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

2. Auspice Partnership

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

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

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

Certificate I in Active Volunteering (CHC14015)	\$100
Certificate II in Active Volunteering (CHC24015)	\$150
Certificate III in Catholic Youth Ministry and Leadership (10601NAT)	\$200

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

Contact

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

CERTIFICATE I IN ACTIVE VOLUNTEERING (CHC14015)

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

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

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

CORE UNITS:

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

ELECTIVE UNITS:

BSBCMM201	Communicate in the workplace
FSKDIG03	Use digital technology for routine workplace tasks
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKOCM07	Interact effectively with others at work
FSKWTG09	Write routine workplace texts

CERTIFICATE II IN ACTIVE VOLUNTEERING (CHC24015)

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

The Certificate II program comprises four core and three elective units. Acts2CoME has made available a number of elective units, but is working to increase the range of units, including introducing new elective units indicative of the college's ministry focus. Organisations or individuals may choose of the current units offered by Acts2CoME or may request other electives if they are consistent with the rules set out for this qualification within the Community Services Training Package. Where possible we will work to meet your requirements.

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

CORE UNITS:

CHCDIV001	Work with diverse people
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety
BSBCMM201	Communicate in the workplace

ELECTIVE UNITS:

FSKDIG03	Use digital technology for routine workplace tasks
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKOCM07	Interact effectively with others at work
FSKWTG09	Write routine workplace texts

CERTIFICATE III IN CATHOLIC YOUTH MINISTRY AND LEADERSHIP (10601NAT)

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

The course comprises four core units and five electives. The package rules allow streaming of electives into leadership, ministry or retreat team streams; or for electives to be chosen across these streams. This course will be delivered in online study mode and it is anticipated completion would take a minimum of twelve months to incorporate required ministry component.

CORE UNITS:

Unit code	Unit Title
CYMDSL301	Develop spiritual life plans
CYMPCF301	Promote the Catholic faith in interactions with others
HLTWHS001	Participate in workplace health and safety
BSBCMM201	Communicate in the workplace

ELECTIVE UNITS:

Five electives, selected from those below:

Unit code	Unit Title
FSKOCM07	Interact effectively with others at work
CHCVOL001	Be an effective volunteer
CYMDCL301	Develop Christian leadership skills
CHCDIV001	Work with diverse people
BSBWOR301	Organise personal work priorities and development
CYMPCE301	Participate in Christian event management
CHCYTH001	Engage respectfully with young people
BSBCMM401	Make a presentation
CYMMYP301	Mentor a young person in their faith journey
BSBFLM312	Contribute to team effectiveness

CERTIFICATE IV IN CATHOLIC MINISTRY (10602NAT)

Our Certificate IV in Catholic Ministry has been developed to provide students with tailored training in a range of ministry skills as well as foundational formation in scripture, church history and catechism from a Catholic perspective. Students may choose from the generic qualification or from a youth ministry stream, the latter of which includes eight units towards the Certificate IV in Youth Work (CHC40413) and six units towards the Certificate IV in Chaplaincy and Pastoral Care (CHC42315).

There are six core units and eleven elective units, which may be drawn from those listed below.

CORE UNITS:

CCMABR401	Apply biblical responses to contemporary Issues
CCMPCF405	Promote the Catholic faith to others
CHCCOM002	Use communication to build relationships
CHCGRP001	Support group activities
CHCDIV001	Work with diverse people
ICTWEB201	Use social media tools for collaboration and engagement

ELECTIVE UNITS:

AHCCCF415	Co-ordinate social events to support group purposes
CHCLEG001	Work legally and ethically
HLTWS001	Participate in workplace health and safety
CCMPLC407	Present liturgy in a Catholic context
CHCYTH001	Engage respectfully with young people (Release 2)
CHCYTH002	Work effectively with young people in the youth context
CCMPIE406	Plan and implement an evangelisation strategy
CCMASL402	Apply spiritual lessons from the early church
CYMDSL301	Develop spiritual life plans
CHCPRP003	Reflect on and improve own professional practice
CCMPCB404	Plan and conduct a bible study
CCMPRC401	Present the role of the Holy Spirit and Church in an historical context
BSBCM401	Make a presentation
CCMCLM403	Communicate the life and messages of Jesus Christ to others

The specific streaming for Youth Ministry has the following electives:

AHCCCF415	Co-ordinate social events to support group purposes
CHCLEG001	Work legally and ethically
HLTWHS001	Participate in workplace health and safety
CCMPLC407	Present liturgy in a Catholic context
CHCYTH001	Engage respectfully with young people (Release 2)
CHCYTH002	Work effectively with young people in the youth context
CCMPIE406	Plan and implement an evangelisation strategy
CCMASL402	Apply spiritual lessons from the early church
CCMDSL301	Develop spiritual life plans
CHCPRP003	Reflect on and improve own professional practice
CCMPRC401	Present the role of the Holy Spirit and Church in an historical context

These competencies will be addressed through completion of Orientation and fourteen subjects across three trimesters. Some competencies will be delivered and assessed through one subject; others will be covered by more than one subject. Some subjects will cover several competencies. In addition to attending lectures, each student must participate in the corporate prayer life of the College, complete a Life in the Spirit seminar and a 120-hour practicum. These requirements contribute to the completion of competencies listed above.

CERTIFICATE IV IN CHAPLAINCY AND PASTORAL CARE (CHC42315)

With an increase in interest in the provision of chaplaincy and pastoral care services within Catholic primary schools and secondary colleges, Acts2CoME has developed curriculum to deliver this certificate program from 2018.

The course comprises 13 units of competency: nine core units and four electives. The electives have been chosen to support implementation within the Catholic schooling system. Units are clustered within five subjects and an intensive block covering two units. The course is timetabled so that the coursework could be completed in two terms, however the qualification has extensive practical work associated with its youth and pastoral care units and this could extend the course to a full year, depending on the student's capacity.

CORE UNITS:

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

ELECTIVE UNITS:

CYMDSL301	Develop spiritual life plan
CHCYTH001	Engage respectfully with young people
CHCYTH002	Work effectively with young people in the youth work context
CCMPLC407	Present liturgy in a Catholic context

CERTIFICATE IV IN SCREEN AND MEDIA (CUA41215)

This course is currently being delivered through auspice with Mt Pleasant College. The following elective units are subject to change. Please discuss your study requirements with MPC.

CORE UNITS:

BSBCRT401	Articulate, Present and Debate Ideas
BSBSMB301	Investigate micro business opportunities
CUAWHS302	Apply work health and safety practices

ELECTIVE UNITS:

BSBIPR401	Use and respect Copyright
CUAANM402	Create digital visual effects
CUACAM401	Shoot a wide range of television content
BSBCRT403	Explore the history and social impact of creativity
CUAANM403	Create titles for screen productions
CUAWRT402	Write extended stories
CUAPOS401A	Edit screen content for fast turnaround
CUASOU407	Edit Sound
CUASOU405	Record Sound

DIPLOMA OF CATHOLIC YOUTH MINISTRY (10603NAT)

The Diploma of Catholic Youth Ministry provides specialised training in youth ministry, building on our Certificate IV in Catholic Ministry (Youth). Training and assessment is conducted within an active youth ministry context, with students undertaking 8 hours a week in ministry in conjunction with classroom training. Core skills developed at Certificate IV level are extended and students are skilled to take leadership roles in developing programs and ministries, networking, and communicating.

The course comprises nine core units and four electives. The course documentation allows a range of electives, however the five electives below are those offered at Acts2CoME in 2018. These are delivered and assessed across four subjects per trimester and a minimum eight-hour placement in a youth ministry team.

CORE UNITS:

DCYACL501	Apply Christian leadership principles
DCYPDC503	Plan and deliver the Christian message
CHCYTH009	Support youth programs
CHCLEG003	Maintain legal and ethical compliance
CHCCCS007	Develop and implement service programs
CHCCOM004	Present information to stakeholder groups
BSBREL401	Establish networks
CHCPAS001	Plan for the provision of pastoral and spiritual care
CHCPAS002	Provide pastoral and spiritual care

ELECTIVE UNITS:

DCYPPIA502	Provide informed answers to contemporary questions of faith and morals
BSBLDR403	Lead team effectiveness
CHCVOL003	Recruit, induct and support volunteers
CHCCOM003	Develop workplace communication strategies

TIMETABLES

DAY CLASSES – CERTIFICATE IV IN CATHOLIC MINISTRY

Trimester	AM/PM	Monday	Tuesday	Wednesday	Thursday
1*	AM	CM002 Youth Ministry 1	CM405 CCC1	CM200 Communications in Ministry 1	CM003 Personal and Professional Leadership
	PM	CM401 Introduction to Old Testament 1	LSoP outreach	Study Hall	Study Hall
2	AM	CM003 Youth Ministry 2	CM405 CCC2	CM201 Communications in Ministry 2	CM408 Church History
	PM	CM401 Introduction to Old Testament 2	LSoP outreach	CM402 Evangelisation Skills	Study Hall
3	AM	CM415 Events	CM405 CCC3	CM407 Liturgy	CM406 Acts
	PM	CM401 Introduction to New Testament	LSoP outreach	Study Hall	Study Hall

* WHS001 is taught during Orientation week immediately preceding Trimester 1 and assessment completed throughout the year.

Evening Classes

Term*	Time	Thursday
1	8 – 9-30pm	Life in the Spirit (LISS);
2/3	8 – 9-30pm	Life in the Spirit (LISS) – if not completed in term 1

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

DAY CLASSES – CERTIFICATE IV IN CHAPLAINCY AND PASTORAL CARE

Trimester	AM/PM	Monday	Tuesday	Wednesday	Thursday
1	AM	CM002 Youth Ministry 1		CM200 Communications in Ministry 1	CM003 Personal and Professional Leadership
	PM				
2	AM	CM003 Youth Ministry 2	YM 510 Pastoral Care*		
	PM				
Intensive		Chaplaincy essentials (mental health, grief and loss, referrals) Pastoral Care may be taught as an intensive early in term 2.			
Online		CM407 Liturgy (or in class term 3) YM510 Pastoral Care (or in class term 2)			

SUBJECT OUTLINES – CERTIFICATE III IN CATHOLIC YOUTH MINISTRY AND LEADERSHIP

CYF301: Catholic Beliefs and Practices

(CYMPCF301)

Provides students with an introduction to what Catholics believe and why. Covering the essentials of the catechism, it will especially address those issues that are challenged in society today; not only by the young but by those who do not understand the Catholic faith.

CYL301: Biblical Leadership

(CYMDCL301)

Society consists of many cultures and sub-cultures. For our young people there are many pressures and expectations that challenge them in the way they live. We explore youth culture and the guidance given to us from the Bible on important issues. From what happened thousands of years ago we can draw wisdom to apply life lessons and leadership principles in our lives and ministry today.

CYL301: Growing in the Spirit

(CYMDSL301)

Christianity is not a religion; it is a relationship with Jesus Christ. Living life as a disciple of Jesus Christ challenges us in our spiritual response, but also in our daily lives. This course leads students to deepen their relationship with Christ; investigate the role of the Holy Spirit in their lives and how God's Spirit can gift us to serve Christ in His Church.

WHS001: Health and Safety in Ministry

(HLTWHS001)

Work health and safety is important wherever we work; yet it is often overlooked in the excitement of Christian ministry. We look at the elements of WHS and how these impact on our ministry. What do we need to know and put into place to ensure people

CYE301: Participating in a ministry event

(CYMPCE301)

This subject provides the essential practical training to support people involved in a ministry event. As students look at the various stages of putting together a ministry event, we will cover the importance of good presentation and communication, and what it means to work as part of a team.

CMM201: Introductory Communication Skills

(BSBCMM201)

This unit is an introduction to the basic skills of communication. It covers the communication process, oral and written communication skills. Communication is a vital skill in ministry.

WOR301: Managing your time
(BSBWOR301)

Being involved in ministry takes time. For ministry to be more effective, we need to manage our time. Learn how to manage your time.

FLM312 Working in a team
(BSBFLM312)

To be effective in ministry, you need to be able to work well in a team. Learn the principles and practices of a working in a team.

CMM401: Presentation skills for ministry
(BSBCMM401)

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes. They contribute well developed communication skills in presenting a range of concepts and ideas.

YTH001 Working with young people
(CHCYTH001)

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

This unit applies to work undertaken in work roles where the young person is the primary client.

OCM07 Getting the message across
(FSKOCM07)

How do I get my message across to my peers and to those in my ministry? This course provides basic oral communication skills and a chance to work on yours.

VOL001 Volunteering
(CHCVOL001)

Ministry, especially youth ministries, relies on volunteers. This subject describes the skills and knowledge required to work effectively as a volunteer in a variety of capacities and contexts.

DIV001 Diversity
(CHCDIV001)

You will come across a wide range of people with different backgrounds. This subject will teach you the importance of diversity and how to communicate with people from different backgrounds.

MYP301 Mentoring a young person
(CYMMYP301)

Today, it is a difficult to live a life of faith. This subject will help you mentor young people so they can develop in their Catholic faith and develop strategies to negotiate any issues they face.

SUBJECT OUTLINES – CERTIFICATE IV IN CATHOLIC MINISTRY

TRIMESTER 1

CM401: Introduction to the Old Testament 1 (Genesis to Judges) (CCMABR401)

Uses the narrative books of the Old Testament to explore the first part of the chronological story of salvation history. Explains how God's plan unfolded through the forging of a series of covenants with his chosen people—from Adam to the People of Israel. Introduces some practical approaches to reading the Old Testament.

CM405: Catechism 1: Doctrine (CCMPCF405)

Examines core Catholic beliefs including the existence of God, the Holy Trinity, Jesus Christ as True God and True Man, Salvation, Scripture and Tradition, the Pope and the Magisterium, and the last things (heaven, purgatory and hell). Delves into Biblical basis for these beliefs, supported by the writings from the heart of the Church – Magisterium, Church Fathers, Saints.

CM003: Personal and Professional Leadership (CYMDSL301, CHCPRP003)

Looks at personal and spiritual gifting and necessary life skills. Encourages students to examine strengths and weaknesses and develop strategies to grow and improve. Provides critical skills for both young adults and those working with them. Also examines these skills in a professional context – self-examination, receiving and giving feedback, mentoring. Students will participate in a life in the Spirit seminar within the first weeks of this unit.

CM200: Communicating in Ministry 1 (CHCCOM002, CHCDIV001)

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

CM002: Introduction to Youth Ministry 1 (CHCLEG001, CHCYTH001, CHCYTH002)

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

TRIMESTER 2

CM401: Introduction to the Old Testament 2 (Joshua – Maccabees)

(CCMABR401)

Continuation of OT from Trimester 1

CM405: Catechism 2: Sacrament & Prayer

(CCMPCF405)

Examines the Catechism's teachings on Sacrament and prayer. Looks at the Biblical basis for, and the liturgical aspects of, the seven Sacraments and examines the various types of prayer used within the Church.

CM201: Communicating in Ministry 2

(CHCGRP001, ICTWEB201)

Small group skills are an integral part of ministry. This course will discuss various aspects of forming and running small groups. We will also cover how social media can be used for ministry.

CM405: Conducting a Bible study

(CCMPCF405)

This subject will allow students to develop skills in studying the Bible themselves and in running Bible Studies for others. It will also explore the different resources available.

CM003: Introduction to Youth Ministry 2

(CHCLEG001, CHCYTH001, CHCYTH002)

Continues from Trimester 1.

CM408: Movements of the Spirit throughout Church History

(CCMPRH408)

Examines key actions of the Spirit or renewal movements in the history of the Church as a means of understanding how the Holy Spirit is also at work in our times renewing the Church. It also explores the call of each Christian to a life of holiness through the example of the Saints (men and women from every way of life and time) who lived heroic and holy lives.

CM406: Evangelisation

(CCMPIE406)

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

CM401: Introduction to the New Testament

(CCMABR401)

Uses the Gospels and the Acts of the Apostles to explore the chronological development of the New Testament from John the Baptist through to the preaching of Saint Paul in Rome. Explains how God's plan unfolds through His New Covenant in Jesus Christ with the Church, with concrete linking of the Old and New Testaments. Briefly examines New Testament letters to gain insight for discipleship in today's world. Introduces practical approaches to reading the New Testament.

CM407: Liturgy

(CCMPLC407)

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

CM403: Gospel of Matthew

(CCMCLM403)

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

CM405: Catechism 3: The Moral Life

(CCMPCF405)

Introduces the moral life and the need for virtues in the Christian life, looks at person and social sin, and the grace of salvation. Briefly examines Saint Pope John Paul II's Theology of the Body. Works through the Ten Commandments as core to our moral life.

CM415: Events Management

(AHCCCF415)

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

SUBJECT OUTLINES – CERTIFICATE IV IN CHAPLAINCY AND PASTORAL CARE

TRIMESTER 1

CM003: Personal and Professional Leadership

(CYMDSL301, CHCPRP003)

Looks at personal and spiritual gifting and necessary life skills. Encourages students to examine strengths and weaknesses and develop strategies to grow and improve. Provides critical skills for both young adults and those working with them. Also examines these skills in a professional context – self-examination, receiving and giving feedback, mentoring. Students will participate in a life in the Spirit seminar within the first weeks of this unit.

CM200: Communicating in Ministry 1

(CHCCOM002, CHCDIV001)

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

CM002: Introduction to Youth Ministry 1

(CHCLEG001, CHCYTH001, CHCYTH002)

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

TRIMESTER 2

YM400: Introduction to Youth Ministry 2

(CHCLEG001, CHCYTH001, CHCYTH002)

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

CE001 Chaplaincy essentials intensive (July study break)

(CHCCCS016, CHCCCS017 and CHCMHS001)

These units are the essential knowledge and skills required to work in either the state or Catholic school system as a chaplain. This intensive will cover how to deal with people with mental health issues and people who have experience loss and grief, as well as appropriate referral practices.

ONLINE

YM510: Pastoral Care of Young People (online, although this may be offered on campus in Trimester 2)

(CHCPAS001, CHCPAS002)

Youth ministers and Chaplains have a special role in caring for the young people in their ministry. Students examine what it means to pastorally care for a young person; they look at important communication skills, strategies that might be employed in planning and delivering pastoral care, and the important role of prayer.

CM407: Liturgy (online) (This unit can be substituted for a different unit or can be completed on campus in Trimester 3)

(CCMPLC407)

This unit is for chaplains who want to work in the Catholic school system. It examines various types of liturgy within the Catholic Church, giving attention to the Eucharist. It considers the Biblical basis and historical development for liturgical practices. Practical activities will enable students to prepare and facilitate various liturgical celebrations they may encounter in ministry settings

SUBJECT OUTLINES – DIPLOMA OF CATHOLIC YOUTH MINISTRY

TRIMESTER 1

YM501: Strategic Planning
(CHCCOM003 CHCYTH009)

The basis of strategic planning is knowing what you are doing, why you are doing it and where you want to go with your ministry. Students learn about vision, goal setting, identifying important issues, and developing strategies and actions plans to ensure these strategies are effectively implemented. Practical activities guide students through these stages for their youth ministry.

YM512: Preaching skills
(DCYPDC503)

Students learn to break open the Word of God considering literary style, culture, author's intent and biblical concepts - all from Catholic theological method. Students are then taught how to develop a doctrinally sound message appropriate to the audience. Various techniques are explored and trialled.

YM503: Engaging Stakeholders
(CHCCOM004)

Stakeholders include everyone with whom we communicate in youth ministry – the youth, parish priests and councils, parents, other youth ministers, benefactors, and other catholic organisations. Good communication with stakeholders is critical to the success of ministry – finding out their needs, developing effective strategies to communicate vertically and horizontally, and reporting on findings. Students will engage in this process with respect to an area of youth ministry in which they work.

YM544: Professional Accountability
(CHCLEG003)

Youth ministers not only have a responsibility to know their legal responsibilities and obligations, but to ensure their team does. Policies and procedures must be developed and/or followed to ensure all in the ministry behave in a manner appropriate to their roles. Work practices must also be ethical and respect the rights of all involved. How to balance these factors when there are ethical dilemmas or competing values needs solid problem-solving skills. Youth ministers also need to know what steps to take should there be complaints or should they witness behavior that causes them concern over the safety of others. This course provides students with the background knowledge to deal with this, but also support as they face any of these issues during their youth ministry placement.

TRIMESTER 2

YM504: Youth Ministry Resources

(CHCYTH009, BSBREL401)

This course introduces students to a wide variety of youth ministry resources and relevant organisations. Resources are researched and catalogued for future reference. Appropriate youth ministry programs are identified.

YM508: Relational Ministry

(CHCCOM003)

Youth ministry centres on relationships. This course looks at the diversity in youth, the cultures and sub-cultures, and the major issues that face youth today. How do we communicate and engage with, and adapt to this diversity? Tools such as groups, conflict resolution, discipline strategies and pastoral care are all covered.

YM525: Leadership Theology

(DCYACL501)

The Bible provides a solid basis for leadership in today's world. We look at leadership theory across the ages, at Old and New Testament leaders and what we can learn from them. We look at servant leadership as modeled by Jesus Christ and investigate other leadership models, principles and styles. Students also investigate how to develop leadership potential in team members and how they can contribute their leadership skills within the church. Running behind the theory is a major leadership project, usually associated with their youth ministry placement or job.

YM544: Professional Accountability

(CHCLEG003 Maintain legal and ethical work practices)

Continuation from Trimester 1

TRIMESTER 3

YM510: Pastoral Care in Youth Ministry

(CHCPAS001, CHCPAS002)

Youth ministers and Chaplains have a special role in caring for the young people in their ministry. Students examine what it means to pastorally care for a young person; they look at important communication skills, strategies that might be employed in planning and delivering pastoral care, and the important role of prayer.

YM507 Forming and Managing a Youth Ministry Team

(CHCVOL003)

In today's Catholic Church, the majority of youth ministry teams comprise voluntary workers. Students learn how to attract, recruit, and induct volunteers and how to maintain them as active members of a youth ministry team. As well as theoretical knowledge, students will develop tools and processes to provide them with practical application.

YM529 The Questions People Ask

(DCYPIA 502)

Faced with young people who challenge what the Church teaches and why, it is important that youth ministers have a good grasp not only of doctrinal truths but also of ethical and moral issues. The class addresses common Catholic apologetic questions as well as topical issues being faced by young Catholics today.

YM544 Professional Accountability

(CHCLEG003)

Continuation from Trimesters 1 and 2.

APPLICATION REQUIREMENTS

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

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

Full time students in the Certificate IV in Catholic Ministry should be at least 17 years of age and have year 12 equivalent. Access to courses may be available to younger or less qualified students on a case-by-case basis.

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

The diploma has as a prerequisite the Certificate IV in Catholic Ministry or some equivalent ministry course. It is hence a second year, not a stand-alone diploma.

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

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

LANGUAGE, LITERACY AND NUMERACY (LLN) REQUIREMENTS

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

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

ETHOS OF THE COLLEGE

Students must demonstrate support for the Catholic ethos.

HEALTH

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

DISCRIMINATION

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

APPLICATION PROCESS

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

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

UNIQUE STUDENT IDENTIFIER (USI)

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

RECOGNITION OF OTHER QUALIFICATIONS

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

RECOGNITION OF PRIOR LEARNING

On application for enrolment, students may apply for Recognition of Prior Learning (RPL). RPL involves the assessment of previously unrecognised skills and knowledge that students have achieved outside formal education and training and determination of the extent to which required learning outcomes or competencies have been achieved. Credit may also be given for a competency where a student has undertaken studies at another institution that are equivalent to the outcomes of a subject/unit at Acts2CoME.

Students are required to submit originals of academic transcripts and details (in English) of contents of subjects/units that they wish to use as the basis for their

request for credit. Applications for RPL can usually only be made at the time of enrolling in an Acts2CoME course. An administration fee (non-refundable) of \$150 + the 'per unit fee' for each unit the student is wishing to be exempted from must accompany the application for RPL. If RPL is awarded, course fees and course duration is revised to reflect the extent of RPL granted. RPL exemptions are granted across all subjects.

GRADUATION

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

CHANGING SUBJECTS/WITHDRAWING

Students may change subjects/course or withdraw without penalty within the first two weeks of each trimester, however they are encouraged to seek counsel from the pastoral care team or the Principal before making such a change. A change in stream would need to occur within the first two weeks of trimester 1 to ensure correct electives are undertaken. A change in course later in the year would require the student to enrol in the following year to complete missed units.

COURSE FEES

ACADEMIC FEES

APPLICATION FEE

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

TUITION FEES

Certificate I in Active Volunteering	\$300 whole course
Certificate II in Active Volunteering	\$550 whole course
Certificate III in Catholic Youth Ministry and Leadership	\$2100 whole course
Certificate IV in Catholic Ministry	\$3,900 per year full time
Certificate IV in Chaplaincy and Pastoral Care	\$350 per trimester subject part time (Catholic Ministry only)
Diploma of Catholic Youth Ministry	\$4,500 full time \$450 per unit

Fees are to be paid in advance per trimester. The minimum payment of 20% must be made before commencement. Fulltime students not paying in advance will be required to enter into a Fees-contract (usually by fortnightly or monthly installments). A 3% administration fee will be applied for all Fees-contracts. Fees-contracts are not available to part-time students.

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

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

RPL FEE

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

TEXTBOOKS

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

PERSONAL DEVELOPMENT COURSES

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

SCHOLARSHIPS

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

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

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

REFUND POLICY

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

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

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

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

YOUTH ALLOWANCE/AUSTUDY/ABSTUDY

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

STANDARD OF CONDUCT

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

LIFE-CONTROLLING SUBSTANCES

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

RELATIONSHIPS

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

DRESS

Out of respect for Our Lord and others attending or working at Acts2CoME, students should wear tidy, modest clothing whilst on campus. For safety reasons, bare feet are not permitted on campus or during our visits to Little Sisters of the Poor Home for the Aged. Items of Acts2CoME merchandise (eg t-shirts, jumpers, hoodies etc) are available for purchase in a range of styles and prices.

ATTENDANCE (CAMPUS STUDENTS)

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

PUNCTUALITY

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

COMPUTER USE

Students may have access on campus to College computers and to the Internet for study purposes. Usage will be monitored and any access of inappropriate sites will trigger the disciplinary policy and multiple offences may result in the student's removal from the College.

GENERAL BEHAVIOUR

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

DECLARATION

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

STATEMENT OF FAITH

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

Nicene Creed

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

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

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

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

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

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

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

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

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

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

Amen.

APPLICATION FORM

Acts 2 College of Mission & Evangelisation Enrolment Application Form

Information contained in this document is utilised in accordance with Acts 2 College of Mission & Evangelisation Privacy Policy

Personal Details (Please choose by placing an X in the boxes that apply to you)			
Title:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.
	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:	
Date of Birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Surname:			
Given Names <small>please include middle name(s):</small>			
Contact Details			
Phone: (Home)		Phone: (Work)	
Mobile:		Fax:	
Email:			
Home Address			
Address:			
Suburb:			
State:		Postcode:	
Mailing Address (Complete this section only if your mailing address is different to your home address)			
Address:			
Suburb:			
State:		Postcode:	
Next of Kin			
In case of emergency, please provide contact details for your next of kin.			
Name:		Phone:	
RELATIONSHIP:			
USI Number:			
List at least one form of ID (e.g. Driver's Licence). <i>Photocopies to be submitted with application</i>			
ID Type	ID #	ID Sighted (Instructor / Admin to sign)	
Indigenous Status (Please choose by placing an X in the boxes that apply to you)			

<input type="checkbox"/> YES, Aboriginal	<input type="checkbox"/> YES, Aboriginal and Torres Strait Islander
<input type="checkbox"/> YES, Torres Strait Islander	<input type="checkbox"/> NO, Neither Aboriginal or Torres Strait Islander
1. Employment Status	
Employment Status: (Please choose by placing an X in the boxes that apply to you)	
<input type="checkbox"/> Full-Time Employee	<input type="checkbox"/> Employed – Unpaid Worker in Family Business
<input type="checkbox"/> Part-Time Employee	<input type="checkbox"/> Unemployed – Seeking Full-Time Work
<input type="checkbox"/> Self-Employed (Not Employing Others)	<input type="checkbox"/> Unemployed – Seeking Part-Time Work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not Employed – Not Seeking Employment
2. Disability Status (Please choose by placing an X in the boxes that apply to you)	
Do you suffer from any physical / mental disability that may affect your participation in the course?	
<input type="checkbox"/> YES - Please select below	<input type="checkbox"/> NO - Go to Question 3
<input type="checkbox"/> Hearing / Deafness	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other:
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Not Specified
3. Language and Literacy (Please choose by placing an X in the boxes that apply to you)	
What is your country of birth?	
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is English your First Language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you speak a language other than English at home?	<input type="checkbox"/> Yes (_____) <input type="checkbox"/> No
Do you require assistance with English?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need any additional support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please specify: _____	

4. Education (Please choose by placing an **X** in the boxes that apply to you)

What is your highest level of education COMPLETED? <i>Please provide Statement of Results / latest report</i>	
<input type="checkbox"/> Did not go to school	<input type="checkbox"/> Completed Year 10 or Equivalent
<input type="checkbox"/> Year 8 or Below	<input type="checkbox"/> Completed Year 11 or Equivalent
<input type="checkbox"/> Completed Year 9 or Equivalent	<input type="checkbox"/> Completed Year 12 or Equivalent
In which year did you complete that level?	
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you completed any other courses / qualifications? (Specify Below) <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Qualification Selection (Please choose by placing an X in the boxes that apply to you)	
I wish to study: <input type="checkbox"/> Full-time, or <input type="checkbox"/> Part-time	
<input type="checkbox"/> Perth Campus <input type="checkbox"/> Online	
Reason for studying (please select one):	
<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> Other reasons	<input type="checkbox"/> To try for a different career
<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> To start my own business
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> To get a job
<u>I am applying for the following course:</u>	
Certificate I in Active Volunteering – CHC14015	<input type="checkbox"/>
Certificate II in Active Volunteering – CHC24014	<input type="checkbox"/>
Certificate III in Catholic Youth Ministry and Leadership - 10601NAT	<input type="checkbox"/>
Certificate IV in Catholic Ministry – 10602NAT	<input type="checkbox"/>
Certificate IV in Chaplaincy and Pastoral Care - CHC42315	<input type="checkbox"/>
Diploma of Catholic Youth Ministry - 10603NAT	<input type="checkbox"/>
I am applying for RPL/RCC for the following course/units (application will be supplied for this):	
I will be studying part-time and wish to commence with the following units:	

I do not wish to study towards a qualification and am applying to study the following subjects:

6. Applicants for Fulltime Study Only

If you wish to study full time, on a separate piece of paper please tell us about yourself in essay form. Please cover each of the following categories:

1. Family background, including size of family and your life in the family.
2. What are your three greatest strengths and three significant weaknesses?
3. How do you spend your free/personal time?
4. Why do you want to come to Acts2CoME?
5. What do you expect from Acts2CoME?
6. What do you currently plan to do when your studies at the College are over?

Please provide the name and contact details for both your current employment referee and a personal referee.

7. Financial arrangements

Please identify your payment plan for fees whilst at Acts2CoME.

How your fees will be paid:

Own employment Savings Spouse Parents

Other _____

Method of payment:

MasterCard/Visa Cheque Cash

Declaration

I, _____, declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to Acts 2 College of Mission & Evangelisation to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for auditing, regulation of training, obtaining feedback and as statistical information.

Name:

Signature:

Date:

If student is under 18, please also provide parental/guardian consent

Name:

Signature:

Date:

CHECKLIST: Photocopy of ID Statement of Results / latest school report

NOTES

NOTES

A work of Disciples of Jesus Covenant Community

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

Youth Mission Team Australia

Missionaries of God's Love

Asia-Pacific School of Evangelisation

24:7 School Ministry

Summer Schools of Evangelisation

Light to the Nations

24:7 Youth Ministry