

REVIVAL.COLLEGE

STUDENT HANDBOOK

2024



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1. Introductions

1.1 Introduction from the Australian National Chairman

Our heart as a movement is to see people answer the call of God and be equipped and released to fulfil the Kingdom work Jesus has for them.

I recommend to you the teaching and training that Revival College provides. In recent years we have developed several innovative courses that range from formal university diplomas and degrees to other practical ministry training tools. Revival College as a decentralised institution exists to support and resource our CRC Churches to help men and women do Christian ministry and mission in their own local church.

My prayer is that you tap into these great initiatives by our most experienced CRC leaders and teachers, and unleash a ministry development engine in your church wherever you are located across our vast land.

Pastor Bill Vasilakis
Australian National Chairman – CRC Churches Int

1.2 Introduction from National Training Director

At Revival College we are committed to partnering with our local CRC churches to see people equipped and empowered for ministry. The CRC has a vision to create '*Bible-based, contemporary local churches and ministries,*' and the team at Revival College take seriously our role in assisting the movement by providing an avenue for people to grow in their biblical knowledge and ministry skills.

It is our hope and goal that Revival College students would fall in love with the Word of God, understanding it in greater depth and appreciating its richness. We believe there is not only greater freedom found in understanding God's written word, but a blessing as we begin to outwork its principles in life and ministry. We are also passionate about partnering with churches to enable students to grow in knowledge and skills, so they can answer and fulfil their God-given call with confidence. Our courses are complementary training programs, where students are encouraged to outwork their learning in the context of their local church.

Being fully committed to the CRC, the Revival College team is dedicated to seeing students grow in connection with our movement. This includes promoting understanding and incorporation of our values and theology, as well as the development of personal relationships. We appreciate the beauty of the CRC family and wholeheartedly believe we are better together. Finally, everyone has a God-given call and destiny. Let's partner together, so we can see the Kingdom of Jesus Christ expanded on earth.

Ps Jess Newman
National Training Director

2. History of the College

Revival College (CRC College of Ministry) is the official training arm of the **CRC Churches International** movement.

Since starting in Australia in 1945, **CRC Churches International** has been a denomination passionate about expanding the Kingdom of Jesus Christ on earth by creating Bible-based, contemporary local churches and ministries. With explosive growth, what started as a small group of Spirit-filled Christians grew into an international movement of churches. Helping people from all walks of life not just find Jesus but find His call on their life.

Revival College is an extension of this heartbeat with an operational focus on *Foundations, Formation, Connection* and *Commission*. We believe every person has been given a God-breathed purpose. In 2019, Revival College began a partnership with Alphacrucis University College to provide accredited courses to churches and individuals within CRC Churches International. As the official College of **CRC Churches International**, we exist to equip believers in the Word, in life, in mission and in ministry.

To read more about CRC Churches International visit <https://crcchurches.org/about/vision>

3. National Training Team

Revival College is administered by the National Training Team. The team is comprised of:

- Ps Jess Newman
- Ps Mark Walker
- Ps Nathan Bettcher
- Ps Sam Chesser
- Ps David Wright
- Ps Bill Lowrey

4. Key Revival College Staff

National Training Director and Academic Support Coordinator

Ps Jess Newman

Missions

Ps Mark Walker

Registrar and Student Experience Coordinator

Ps Bill Lowrey

5. Alphacrucis University College - AC

In order to offer nationally accredited courses, Revival College is reliant upon a partnership with Alphacrucis University College (AC). AC is a registered private coordinator of government accredited courses, with a vision to be “a global Christian university, transforming neighbourhoods and nations” (see <https://www.ac.edu.au/> for further details).

Students enrolling in AC courses, through Revival College, will also be enrolled with AC. It is AC who provides the online learning portal (Moodle) through which all course information is available.

6. Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in the Australian Education and Training System.

AQF levels and their criteria give an indication of the complexity or depth of achievement, or the level of independence required to demonstrate attainment of specific levels. AQF levels range from 1 to 10, where level 1 has the lowest complexity and level 10 has the highest. Revival College, through their partner network, currently offers courses at AQF level 4, 5, 7, 8 and 9.

Students who graduate from the Diploma of Ministry at AQF Level 5 will have specialised knowledge for skilled/paraprofessional work and/or further learning. They will possess technical and theoretical knowledge, which they will be able to apply within the board range of work contexts.

Students who graduate from the Bachelor of Ministry or Theology at AQF Level 7 will possess extensive theoretical and practical knowledge for professional work, as well as be prepared for lifelong learning. Graduates will be able to apply their skills and knowledge, and demonstrate well-developed judgement and responsibility in environments that require self-directed work and learning.

For further information regarding the AQF or AQF levels criteria, visit: <https://www.aqf.edu.au>

7. Core Values

7.1 CRC VALUES

We wholeheartedly endorse and promote the core values and unique ideology of CRC Churches International. Through exposing students to leaders within the movement during Revival College camps, international trips as well as involvement in both State and National Conferences, we communicate to students the heartbeat and vision of the CRC.

7.2 REVIVAL COLLEGE FOUR-PRONGED OPERATIONAL FOCUS

Revival College, as the multidisciplinary Ministry College of CRC Churches International (CRC), outworks the vision, mission, and faith goal of the CRC. This includes having a presence in every nation by the centenary of the movement through our four-pronged operational focus.

Foundations

Revival College aims to help students create firm foundations:

- In Ministry
- In Life
- In the Word
- In Mission

Formation

Revival College believes that ministry training develops genuine formation:

- Of Spiritual Life
- Of Christian Character
- Of Personal Growth

Connection

Study with Revival College requires students to be active in creating connections:

- With God
- With Church
- With Each Other
- With the CRC Movement (vision and values)

Commission

Revival College believes in practical application and is intent on working with local churches to see students commissioned:

- To Serve
- To Lead
- To Innovate
- To Make Disciples

We recognise that one program can never cover everything, and that God will continue to deposit, shape and develop us during our lifetime. Therefore, Revival College aims to impart to students

the value of lifelong learning, by developing good habits of reading, research and self-development, along with acquiring other tools needed for continuous growth in personal and ministry skills.

8. Revival College/AC Courses

Revival College, in conjunction with AC, is pleased to offer a variety of courses. These include:

- Certificate IV in Ministry and Discipleship
- Diploma of Ministry
- Diploma of Leadership
- Bachelor of Ministry
- Bachelor of Theology

Alphacrucis University College also offers a variety of other courses specializing in areas such as Education, Business and Social Sciences. These programs are also on offer to those interested in doing so, however due to their specialised nature, they will not be facilitated by Revival College.

8.1 Certificate Programs

8.1.1 Certificate IV in Ministry and Discipleship

Ministry demands a range of unique skills that are relevant for the vocational pastor, their key team members, and emerging leaders across all ministry areas. The Certificate IV introduces immediately applicable and transferable skills in understanding the Bible, discipling others, personal leadership, and reaching and caring for people. It can be run either in a group or as individual training.

The Certificate is comprised of eight units, six core units and two elective units. Each unit runs for nine weeks and are aligned with the NSW school term. It can be completed over one-year full time (two units per term) or two years part time (one unit per term). Students who successfully complete the full Certificate IV can apply for cross credit into the AC Diploma of Ministry or Leadership.

Units:

Core

- Personal Leadership: [BSBPEF403 Lead personal development](#)
- Team Players and Teamwork: [BSBXTW301 Work in a team](#)
- Discipleship 1: [NAT11088001 Induct disciples into the central beliefs and practices of a church](#)
- Discipleship 2: [NAT11088002 Disciple a church member](#)

- God's Story: The Bible: [NAT11088005 Create tools facilitating the learning and communication of the Bible](#)
- Applying the Bible: [NAT11088006 Interpret the Bible for personal and communal edification](#)

Electives

- Speaking from the Platform: [BSBCMM411 Make presentations](#)
- Leading Teams: [BSBXTW401 Lead and facilitate a team](#)
- Introduction to Pastoral Care: [NAT11088003 Provide foundational care in a church ministry setting](#)
- Good News to the Community: [NAT11088004 Invite people to become Christian disciples](#)

8.2 Diploma Programs

8.2.1 Diploma of Ministry

The Diploma of Ministry provides students with a foundation in Biblical and Theological knowledge in the context of a hands-on, experiential course which emphasises practical learning in a ministry context. The Diploma is comprised of eight units, including one stream unit where students can explore an area of ministry interest. (Please note, elective units are subject to availability.) Successful completion of all units will result in a nationally accredited Diploma of Ministry and grant students a year of credit towards AC's Bachelor of Theology or Ministry.

Units:

- [Australian Pentecostalism in the 21st Century](#)
This unit provides the student with an understanding of the formation and development of Australian Pentecostalism, as well as key contemporary issues facing the movement and the CRC.
- [Introduction to Spiritual Formation](#)
Christianity is about transformed lives, and this year-long unit provides students with an opportunity to develop an understanding of Christian spirituality and the disciplines and attitudes necessary for personal spiritual formation.
- [Old Testament Foundations](#)
This unit introduces students to the Old Testament, the foundational documents of the Christian Faith. It is the first instance of God's self-revelation to humanity, it points forward to Jesus, and it provides evidence of the Holy Spirit at work. The themes, theology, wisdom, history, and narrative form the basis for anything the New Testament has to teach us. Students will be equipped to uncover the significance and relevance of the Old Testament to being a disciple of Jesus.

- New Testament Foundations

This subject will introduce students to the purpose, content, and message of the New Testament books with particular focus on the historical and cultural implications of their setting, and how this broad diversity of literature presents an incredibly unified and coherent message.

- Faith and Purpose

In this unit students will discover the foundations of a Christian worldview. Students will learn to define a Christian worldview and express basic elements of their own worldview. They will also discover how worldview is important for personal spirituality and vocation.

- Introduction to Pastoral Ministry

In this unit students will explore a variety of topics that form the basis of pastoral care and be encouraged to creatively engage these topics with their own context.

- Professional Practice

Highly practical, in this unit students engage in 100 hours of practical placement in an area of specialisation.

- Elective Unit

Students will have the option to choose an elective based on their area of interest and calling to complete their Diploma of Ministry. Elective options can change year to year and normally run in Semester Two only. Students will be offered the electives available by the Registrar or Academic Support Coordinator. Students are encouraged to discuss any elective choice with Revival College staff before enrolling. Options available in 2024 are Introduction to Theology, Introduction to Cross-Cultural Ministry, Introduction to Worship Ministry, Preaching and Youth Ministry.

8.2.2 Diploma of Leadership

The Diploma of Leadership provides an introductory body of knowledge in leadership from a Christian Worldview and is designed to support and supplement the leadership development which young leaders are already receiving in their local church. The Diploma is comprised of eight units which introduce both leadership and Biblical concepts. Successful completion of all eight units will result in a nationally accredited Diploma of Leadership.

Units:

- Australian Pentecostalism in the 21st Century

This unit provides the student with an understanding of the formation and development of Australian Pentecostalism, as well as key contemporary issues facing the movement and the CRC.

- Introduction to Spiritual Formation

Christianity is about transformed lives, and this year-long unit provides students with an opportunity to develop an understanding of Christian spirituality and the disciplines and attitudes necessary for personal spiritual formation.

- Old Testament Foundations

This unit introduces students to the Old Testament, the foundational documents of the Christian Faith. It is the first instance of God's self-revelation to humanity, it points forward to Jesus, and it provides glimpses of the Holy Spirit at work. The themes, theology, wisdom, history, and narrative form the basis for anything the New Testament has to teach us. Students will be equipped to uncover the significance and relevance of the Old Testament to being a disciple of Jesus..

- New Testament Foundations

This subject will introduce students to the purpose, content, and message of the New Testament books with particular focus on the historical and cultural implications of their setting, and how this broad diversity of literature presents an incredibly unified and coherent message.

- Faith and Purpose

In this unit students will discover the foundations of a Christian worldview. Students will learn to define a Christian worldview and express basic elements of their own worldview. They will also discover how worldview is important for personal spirituality and vocation.

- Leadership Principles

Students will examine a variety of contemporary leadership theories with a Christian Worldview. They will learn how they apply in different contexts, such as ministry and business.

- Personal Leadership

This subject will help students to develop an understanding of the role of biblical and theological principles in forming the personal character of a leader. It will examine the concepts of self-awareness and emotional intelligence, and explore how self-discipline can enhance the personal and professional effectiveness of leaders.

- Professional Practice

Highly practical, in this unit students engage in 100 hours of practical placement in an area of specialisation.

8.3 Bachelor Programs

AC offer a number of Bachelor programs. As with our Diploma Programs, the following Bachelor Programs allow for camp involvement, Spiritual Formation and community engagement with others in our Revival College cohort.

8.3.1 Bachelor of Ministry

For those wanting to pursue a more practical, ministerial based approach to further study, the Bachelor of Ministry is a great option. The program provides students with a strong biblical and theological foundation, while still maintaining a focus on practical ministry. The course is comprised of 24 units and can be completed in three and a half years full-time.

See AC website for specific subject information <https://www.ac.edu.au/awards/bachelor-ministry/>

8.3.2 Bachelor of Theology

The Bachelor of Theology program helps students develop a strong biblical and theological framework to equip them for lifelong ministry. Students enrolled in this course will develop critical thinking skills and be encouraged to reflect on pastoral situations using a biblical and theological framework. The course is comprised of 24 units and can be completed in three and a half years full-time.

See AC website for specific subject information <https://www.ac.edu.au/awards/bachelor-theology/>

9. How the College Runs

9.1 Delivery

Learning with Revival College occurs through AC's online learning platform, Moodle. Study periods are organised into semesters. There are two semesters each calendar year, which run for a 13 week period with a two week study break in each study period, as well as a six week break between each semester.

Each course unit consist of twelve (12) sessions and several assessment tasks. Together these comprise the necessary information to meet the academic requirements for each unit. While there are no weekly classes, students are expected to work through and complete all work by the conclusion of each semester. Sessions are made up of:

- Introduction to the session's key topic
- Short video/s
- Required text readings
- Additional readings as supplied

Assessments **must be** completed and submitted by the due date.

9.2 Assessments

Students are required to submit all pieces of assessed and unassessed work as outlined in course units by due dates.

Assessed Work may include forum discussions, essays, examinations and field essays.

Unassessed Work may include reading logs, reflective journals and formation and ministry work.

In most cases, a cumulative score of 50% or higher will result in a pass grade for the unit, even if an individual assessment has received a fail grade. Students are not necessarily required to pass each assessment item; however a minimum cumulative score of 50% is required to pass a unit.

Assessments must be received by the due date, and students who fail to do so without an extension or unavoidable disruption are liable to receive a zero for that assessment task.

Assessments must be submitted in line with AC's academic requirements as outlined in the AC Higher Education Academic Handbook.

For further information regarding assessments, and AC's extension process, please refer to the AC Higher Education Academic Handbook at

<https://he.moodle.ac.edu.au/moodle/course/view.php?id=2142>

10. Camps

As part of our commitment to excellence, Revival College run bi-annual facilitation camps. These training weeks incorporate in-depth discussion and practical application opportunities for the facilitation of the semester's unit material, as well a safe environment for the practical application of spiritual gifts, and the chance to build life-long friendships.

10.1 Attendance

Camps are an important part of the Revival College Diploma Program, and all diploma students are entitled to attend two camps throughout the course of their study. All new Diploma students are required to attend Camp One and full-time diploma students are expected to attend both camp one and two. Existing part time diploma students who have already attended camp one will be invited to camp two in their second or subsequent year. Bachelor students completing the Spiritual Formation unit then they will be required to attend camp one, this cost is covered as part of their course fees Other bachelor students are welcomed and invited to attend camps at their own personal expense.

Revival College will send all Revival College students eligible to attend the next camp an Intent to Attend Camp form via Elvanto no later than four weeks prior to camp. This form must be completed and returned by the date stipulated. Failure to complete and return this form may result in the student not being able to attend camp.

If Camp attendance is not possible due to extreme circumstances, requests to apply from exemption from camps can be made using the **Special Consideration Form** in [Appendix 7](#).

Requests should be received by the Student Experience Coordinator no later than two weeks prior to the camp start date. Application incurs an administration fee. Email bill.lowrey@revival.college.

Camp dates for 2024

<u>Camp 1:</u>	Victoria, March 3 rd to March 8 th 2024
<u>Camp 2:</u>	TBC

All camp accommodation and food costs are covered by the student's course fees, excluding any personal expenses students wish to make. All required camps will have their attendance fees covered.

For students wishing to attend any unrequired camps, there is an additional charge of up to \$750 per camp, which cannot be covered by FeeHelp. Part time students wishing to attend should indicate their intention to do so no later than four weeks prior to the date of camp, and utilise the ***Intent to Attend Camp*** form ([Appendix 6](#)). Students will be responsible for coordinating their own travel to and from the camp location.

Camps run 9:00am Monday to 5:00pm Friday. Camps may conclude earlier than Friday at 5:00pm but students will be notified of this prior to the commencement of camp by the Student Experience Coordinator. Where flights are required, students will arrive at the Camp on the Sunday evening preceding. For local/State based students, it is suggested they also arrive the Sunday evening of camp; however, if they arrive by 8:30am on day one for registration prior to commencing camp at 9:00 am, that is acceptable. Students who fail to attend camp after indicating that they would, will incur the entire cost of any flights, the full cost of the camp plus an administration fee of \$25 as per section 10.4 of the student handbook.

10.2 Travel Costs

Airfares from the student's nearest major airport (e.g. Sydney, Cairns) to the camps are covered in the student's course fees.

Where the student resides within the same state as the camp venue, it is generally expected that the student will drive to the camp, if possible car-pooling with others from the same area.

Where the student resides more than 200km (one way) from either the camp venue or the nearest major airport, Revival College will subsidise the student's fuel cost at a rate of \$12.00 per 100km or part thereof, by way of a fuel card. A ***Subsidy Claim Form*** ([Appendix 3](#)) must be submitted in the week (7days) following camp to be reimbursed. Email to admin@revival.college. Please note, the fuel subsidy is only available to students attending required camps.

10.3 Travel Arrangements & Changes

Revival College aims to book airfares for students at least one week prior to travel. For interstate students, flights will be arranged for a Sunday afternoon departure to arrive at the State destination in the early evening. Return flights will be booked to depart on the evening of the last day of camp. These camp times are compulsory, however should students desire an earlier arrival time or a later departure, they may request alteration to arrival and departure dates using the ***Request to Alter Air Travel*** ([Appendix 4](#)). This form should be emailed to bill.lowrey@revival.college prior to flights being booked.

Should this request be accepted, students accept that it is their own responsibility, not the College's, to make their way to and/or from the camp location and relevant airport. Revival College will only organise replacement flights one full week before and after the camp. If a student needs or would like to travel outside this timeframe, approval will be required from the Student Experience Coordinator

Travel for interstate students expected to attend camp (as outlined above) will be automatically coordinated by the College without prior discussion. Students who fail to advise Head Office that they have coordinated their own travel, incur the cost of any loss the College acquires through booking flights that are unnecessary. Similarly, any losses acquired by the College due to necessary changes the student has failed to notify the Camp Coordinator of, via the form by the determined date, will be the responsibility of the student.

If a student is living in a regional area and is able to source a direct flight from a regional airport to the camp location, Revival College will offer a reimbursement to the student of the equivalent capital city to capital city flight cost. Students who use this option are advised to contact the Camp Coordinator so they can book their flights to arrive or depart at the same time as the rest of the Revival College Cohort. If a student arrives after the camp transport is due to leave the airport they will be responsible for find their own way to camp.

To use this option students must purchase their ticket and apply for a reimbursement via admin@revival.college. The reimbursement will be capped at the cost of a flight from their closest capital city to the camp location at the same time and airline that would have been booked by Revival College.

For example, if a student can fly directly for \$150 and the Revival College cost would be \$200 then the student would get a full reimbursement. However, if the student can fly directly for \$250 and the Revival College cost is \$200 the student would get a reimbursement of \$200 and would have to pay the \$50 out of their own funds.

10.4 Late notice withdrawal and failure to attend camp.

The definition of Late notice withdrawal is: Any withdrawal made after the deadline for returning the Intent to Attend Camp form.

The definition of failure to attend camp is: Any Revival College Student who returned the Intent to Attend Camp form indicating they would attend but did not arrive on day one of camp and/or:

- Revival College staff have been unable to contact,
- once contact has been made the student indicates they will not be attending camp,
- a student who misses their booked flight and does not organise a replacement flight (this excludes airline cancelled flights.)

In the event that a Revival College student makes a late notice withdrawal or fails to attend camp the student will be **liable for the full cost of the camp including flights were applicable**. This will be invoiced to the student by Revival College Admin.

The student will be contacted by the Student Experience Coordinator to inform them they will be charged for the cost of camp including flights. They will also be told of their options for Special Consideration and payment.

If a student has had to miss camp at late notice due to an unforeseen circumstance i.e. the student or their children getting sick, death in the immediate family etc; the student may apply for special consideration. Special consideration must be received in writing using the Special Consideration form and returned to the Camp Coordinator no later than one week before the due date of the camp cost invoice. Once the form has been received the Student Experience Coordinator will inform the student if their special consideration has been approved.

If the student is not eligible or approved for special consideration but is not in a financial position to pay the full invoice amount they may contact Revival College Admin on admin@revival.college and organise a payment plan.

If a student's special consideration is not approved, they may appeal the decision to the Revival College Operations team. The appeal must be made in writing to the Student Experience Coordinator within one week of being notified that their initial application was not approved. The Revival College Operations team will decide whether to uphold the original decision or to grant special consideration. The student will be informed of their decision by the Student Support Coordinator in writing.

The decision of the Revival College Operations team is final and there is no further avenue of appeal.

10.5 Withdrawal from Loaded Units.

Should a student withdraw completely from study after attending camp one but before the government census date for Spiritual Formation units, (see 11.3 Unit Withdrawals) they will be liable for the cost of the camp and any travel costs incurred by Revival College. Students should discuss their intention to withdraw from these units with Student Support before completing the withdrawal process.

Student Support will provide the student with the full cost that will be incurred by the student if they withdraw and discuss the options available to them for both completing the unit of study or withdrawing.

Students who withdraw after camp but before census date are eligible to apply for special consideration as per the process explained in section 10.4.

Students who withdraw from study after attending camp two, but before the government census date for Australian Pentecostalism in the 21st Century will be liable for the cost of the camp and any travel costs incurred by Revival College.

10.6 Dietary Requirements

If a student has special dietary requirements, they will need to notify the College week one of Semester One, to ensure they will be catered for accordingly using the ***Special Dietary Requirements Form*** ([Appendix 5](#)).

Note: Only one form is required per year for Facilitation Camps, unless requirements change.

10.7 During the Camp

It is expected that the student will respect and abide by the guidelines set by the venue in relation to noise, cleanliness and behaviour. These include, but are not limited to:

- Showing respect for fellow students' needs with regard to noise levels. eg. not chatting in hallways at night.
- Students will refrain from commencing a new romantic relationship while on camp.
- Students will abide by a strict no alcohol/drugs policy during the course of the camp.

Personal notebook computers (or similar) may be brought to camp, provided that they are not used for any unauthorised sound or video recording purposes. No other devices enabling sound or video recording may be used for these purposes during the lectures, unless authorised by the Camp Coordinator.

Any personal items brought on site are at one's own risk. Cars are parked on site at one's own risk.

10.8 What to Bring

All students need to bring:

- materials on which to take notes (e.g. note pads/laptop)
- Bible
- Clothes and toiletries to cover a week

Note: Bed linen and towels will be provided by the venue, unless otherwise stated.

10.9 Camp Queries

For further information regarding camps, students should contact the Student Experience Coordinator at bill.lowrey@revival.college

11. Enrolment

Successful applicants of Higher Education courses will be required to enrol through both Revival College and AC. Once their enrolment is accepted, students will receive an enrolment confirmation letter from AC, followed by log in details for Moodle.

11.1 Enrolment dates

As there is a requirement to enrol in Revival College and AC, Revival College applications should be received no later than January 21st for Semester 1 enrolments.

The application deadline for AC is February 23rd 2024. Applications received after this date will have to defer studies until Semester 2. Late applications cannot be processed.

Enrolment applications for the Certificate IV in Ministry and Discipleship close before each term of study. Application deadlines for 2024 are.

Term 1: January 30th, 2023

Term 2: April 17th, 2023.

Term 3: July 10th, 2023

Term 4: October 9th, 2030

11.2 Unit Registration

All students are responsible for enrolling themselves in their units prior to the start of semester. The Registrar will inform students 4 weeks prior to the start of the semester of which units they will need to enrol in in accordance with their stream, study status and course plan. This will ensure that all Revival College students are enrolled together and complete their courses as a group where possible. If a student enrolls in a differing unit, the Registrar will contact the student and ask them to complete the unit change form to enrol in the correct unit. It is **imperative** that all students refer to the Registrar's advice regarding unit enrolment.

11.3 Unit Withdrawals

In the event that a student is required to withdraw from a unit, they should contact the Registrar and fill out the relevant form as found on Moodle.

Withdrawals that occur after the Census Date will incur the entire cost of the unit, and be awarded a fail grade.

2024 - Semester	Start Date	End Date	Census Date
1	4 th March	14 th June	25 th March
2	5 th August	15 th November	26 th August

For further information regarding appeals to withdrawals after Census, please refer to the AC Higher Education Academic Handbook.

<https://he.moodle.ac.edu.au/moodle/course/view.php?id=2142>

11.4 Intent to Upgrade

Students who complete a Diploma program and wish to continue study may apply to enrol in a Bachelor program. Eligible students are those who have completed their previous award and whose academic performance meets AC's criteria for further study.

When upgrading from a Diploma to a similar degree program, such as Diploma of Arts (Christian Schooling and Education) to a Bachelor of Education, the credits gained while undertaking the Diploma satisfy the academic requirements of the first year of the degree. As a result, the eight units undertaken in the Diploma will convert to eight units of the Bachelor Program, requiring only an additional two or three years (course dependent) to fulfil the bachelor requirements.

11.5 Upgrade Study Load

Students upgrading from a completed Diploma to a Bachelor program should be aware that there is a significant increase in academic requirements as they move from AQF5 to AQF7. As many of the entry level units in the Bachelor are credited through the Diploma, students will be studying

'second-year' level subjects, which demand a higher level of critical thinking and engagement with key concepts.

12. Academic Support

Revival College is committed to ensuring that all our students are supported throughout their study, and that they are not struggling unduly with the demands of academic life. As part of our support network, all students have access to the Academic Support Coordinator and the Student Experience Coordinator who they can contact for assistance.

The Academic Support Coordinator oversees the academic components of the course. They can answer queries about assessment questions and provide feedback and guidance for completed assessments prior to submission. The Student Experience Coordinator is responsible for student pastoral care and support. Both Coordinators work closely together to support students academically and pastorally.

If the Academic Support Coordinator is concerned about a student's wellbeing because they are not coping with the demands of study life, the College (upon examination of the student's transcript, and after discussing the concerns with the Student Experience Coordinator and the student), will discuss reducing the student's study load.

Students who feel overwhelmed by their study load should discuss unit enrolment options with the Student Experience Coordinator, who will liaise with the Registrar in order to establish the best options for the student going forward.

In accordance with AC's Course progression policy, students must log into Moodle prior to Census date. Failure to do so may result in automatic withdrawal.

Withdrawals after the Census date must be at the request of the student, and will incur the full unit cost and be recorded as a failure to complete the unit.

Minimum Progression

According to AC's Course Progression Policy, students are required to successfully complete 50% or more of attempted units each semester, and pass all their core unit requirements on their first or second attempts.

Students considered at risk of failing to maintain satisfactory course progress may be placed on an Academic Progress Intervention Strategy. Students will be expected to abide by all the stipulations of the policy until they have made satisfactory course progress.

For more information see <https://www.ac.edu.au/ppm/course-progression-policy/>

12.1 Academic Responsibilities

As a student with Revival College, all students agree to:

- Be actively involved in their local church in either a paid or voluntary capacity.
- Complete all required learning activities for each unit.
- Attend any required camps as advised by the Student Experience Coordinator.
- To follow all requirements, including research, referencing and study requirements as outlined in the AC Higher Education Academic Handbook
- Hand in all work and assignments by due dates.
- To log into **Moodle** within two weeks of semester beginning, understanding that failure to do so may risk an automatic withdrawal from the unit.
 - Students with a pattern of failed subjects for previous semester can expect to be automatically withdrawn from units at the discretion of Revival College Staff, if they do not log in to Moodle during the first two weeks of semester, and/or if students are avoiding responding to Revival College Support and other Staff.

12.2 Failing Units

Where a student fails a core unit which is to be repeated, the student will need to wait until that unit is on offer again in Revival College's program.

A unit can only be attempted twice. If a student fails a unit twice, the unit is unable to be repeated. This will affect the student's course plan and may impinge on their ability to graduate.

Students who enrol in a program after 2018, are required to maintain a 50% pass rate in order to retain their FeeHelp eligibility

For further information: https://d3nr8uzk0yq0qe.cloudfront.net/media/documents/2021_FEE-HELP_Booklet.pdf

13. Course Fees*

*Subject to Change. Correct 30/08/23

Certificate Units (VET Units)	Unit Cost
Certificate IV Ministry and Discipleship [^]	\$380
Diploma Units (AQF5 Units)	Unit Cost
Standard Unit – Diploma of Ministry/Leadership	\$1490
Spiritual Formation*	\$2990
21 st Century Australian Pentecostalism*	\$2990
Bachelor Units (AQF7 Units)	Unit Cost
Standard Unit	\$2230
Spiritual Formation*	\$5730

Note:

[^] Unit price comprises of AC unit price paid directly to AC plus \$100 admin fee invoiced by Revival College. Overall unit price may vary based on the current AC cost per unit.

* A number of units are loaded in order to accommodate the expenses associated with facilitation of the camps and unit programs.

13.1 FeeHelp

Fee-Help is a government loan scheme which assists eligible, fee-paying students in paying their tuition fees.

Enrolled students who are Australian residents or those on a permanent humanitarian visa are eligible to apply for FeeHelp. Students wishing to do so must indicate on their application forms that they are applying for FeeHelp. Once their application has been processed, AC will forward to students the required process to apply for FeeHelp.

For a comprehensive understanding of FeeHelp, please refer to

<https://www.studyassist.gov.au/help-loans/fee-help>

14. Workplace Health and Safety

All staff and students associated with any activities run on behalf of the College are required to observe Workplace Health and Safety regulations. The College assumes no responsibility for, or liability resulting from, any incident arising. The following basic requirements should be met.

- All persons should follow any directive given in an emergency by the Revival College leader or representative
- Everyone is requested to take special care, even with familiar household items such as electrical equipment and boiling water.
- Any equipment, electrical cords or sockets that are damaged should not be used. Cords should be carefully placed so that people do not trip over them and, where any cord crosses an area where people could walk, it should be taped to the floor. Relevant Revival College staff should be notified of any damaged equipment so that it can be assessed for repair or replacement.
- Any personal items are brought on site at one's own risk.
- Cars are parked on site at one's own risk.
- No persons will be permitted to smoke, consume alcohol or other drugs or be intoxicated or affected by any illicit substance at any Revival College camps.

Further details regarding workplace health and safety are included in the Workplace Health and Safety Policy ([Appendix 12.](#))

This Workplace Health and Safety Policy must be adhered to at any location where College activities are conducted. By enrolling in the College, students agree to observe this policy and the Workplace Health and Safety requirements of any church or other premises utilising the College's programs.

15. Dispute Resolution

A dispute resolution refers to the process of handling matters as they arise within the College. The goal is that through the mediation process disputes are brought to an end. This can be achieved through one or more of the following methods depending on the incident:

- A *negotiated outcome*, whereby the two parties have a conversation independent of external involvement and come to an agreed outcome which is mutually acceptable.
- A *mediated outcome*, when an impartial Revival College team member helps the parties involved arrive at a mutual agreement.
- An *adjudicated outcome*, where an external party determines how the dispute will be handled. Their determination is binding.

As a Christian organisation, we prefer that matters be rectified by the individuals themselves; however we also understand that at times this is unachievable. As such, we seek to implement best practice to assist in resolving any disputes which may arise. Where serious issues such as bullying and harassment exist, students should report incidents to a staff member immediately.

A *Best Practice* Dispute Resolution Process should:

- Be simple.
- Be resolved within the organisation (where possible).
- Not interfere with the running of the College.
- Be mutually agreeable to all parties.
- Be handled sensitively and in a timely manner.
- Protect and respect confidentiality and privacy.
- Have all information gathered and presented so that a mediator has a balanced understanding of the situation.
- Be handled quickly to avoid escalation due to inaction.

In the event that disputes are unable to be settled, please contact another member of Revival College to discuss the matter. Relevant dates, times and issues should be documented for personal use; however those notes should not be emailed as tone and emotion can be hard to distinguish and may be unintentionally misread.

Where an issue cannot be solved independent of a mediator, the matter will be escalated through the Revival College governance structure, firstly to the direct supervisor and then to Operations. Where serious matters are uncovered, this may even be taken to the National Training Board and reported to the CRC National Executive for extremely serious matters and/or illegal activity.

16. Saving Clause

With regard to the provisions and policies in this handbook:

The Principal may vary or waive the provisions of any policy if deemed to be unreasonable, or cause difficulty to the student(s) concerned if:

- It does not damage the reputation and/or integrity of Revival College
- The National Training Board are in agreement

Appendix

Appendix 1. Revival College Travel Subsidy Form

Appendix 2. Request to Alter Air Travel Form

Appendix 3. Special Dietary Request Form

Appendix 4. Intent to Attend Camp

Appendix 5. International Trip Application

Appendix 6. Application to Travel with Family Members

Appendix 7. Special Consideration Form

Appendix 8. Application for Admission

Appendix 9. Accident/Near Miss Form

1. INTRODUCTION

1.1 This Code of Practice provides the basis for good practice in the marketing, operation, financing and administration of programs by the CRC College of Ministry.

1.2 For the purposes of this Code “student” refers to any person participating in a course delivered by this organisation. A “provider” is an organisation who may enter into a contract with the College in order to deliver education and training services.

2. PROVISION OF SERVICES

2.1 Our College abides by provider policies and utilises additional policies and management practices which maintain high professional standards in the delivery of programs.

2.2 Our College maintains a learning environment that is conducive to the success of students.

2.3 Our College ensures that presenters are not only suitably qualified and experienced but are also sensitive to the learning needs of students.

2.4 Our College is committed to access and equity principles and processes, in the delivery of its services so as to ensure that the maximum number of students access training.

3. ISSUANCE OF QUALIFICATIONS

Our College liaises with clients to ensure that nationally- recognised qualifications and statements of attainment are delivered to students who meet the required course outcomes.

4. MARKETING OF SERVICES

4.1 Our College markets and advertises its products and services in an ethical manner.

4.2 Our College gains written permission from a student or provider before using information about that individual or organisation in any marketing material

4.3 Our College accurately represents programs to prospective students and clients.

4.4 Our College ensures students are provided with full details of conditions in any contract arrangements with the organisation.

4.5 No false or misleading comparisons are drawn with any other organisation or qualification.

5. FINANCIAL STANDARDS

Our College ensures that the contractual and financial relationship between the student and the organisation is fully and properly documented, and that details of the documentation are made available to the student upon written request.

6. PROVISION OF INFORMATION

Our College supplies accurate, relevant and up-to-date information to students upon request.

7. RECORD KEEPING

Our College keeps complete and accurate records of the attendance and progress of students, as well as financial records that reflect all payments and charges and the balance due.

8. RECRUITMENT

Our College conducts recruitment of students at all times in an ethical and responsible manner. Offers of course placement are based on an assessment of the extent to which the aptitude and aspirations of the applicant are matched by the programs offered.

9. SUPPORT SERVICES

Our College provides adequate protection for the safety and welfare of students, including access and equity provisions and appropriate support services such as academic and personal support.

10. GRIEVANCE MECHANISM

Our College ensures that students have access to a fair and equitable process for dealing with grievances and provides an avenue for students to appeal against decisions which affect the student's progress. Every effort is made by our College to resolve students' grievances.

11. QUALITY CONTROL

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

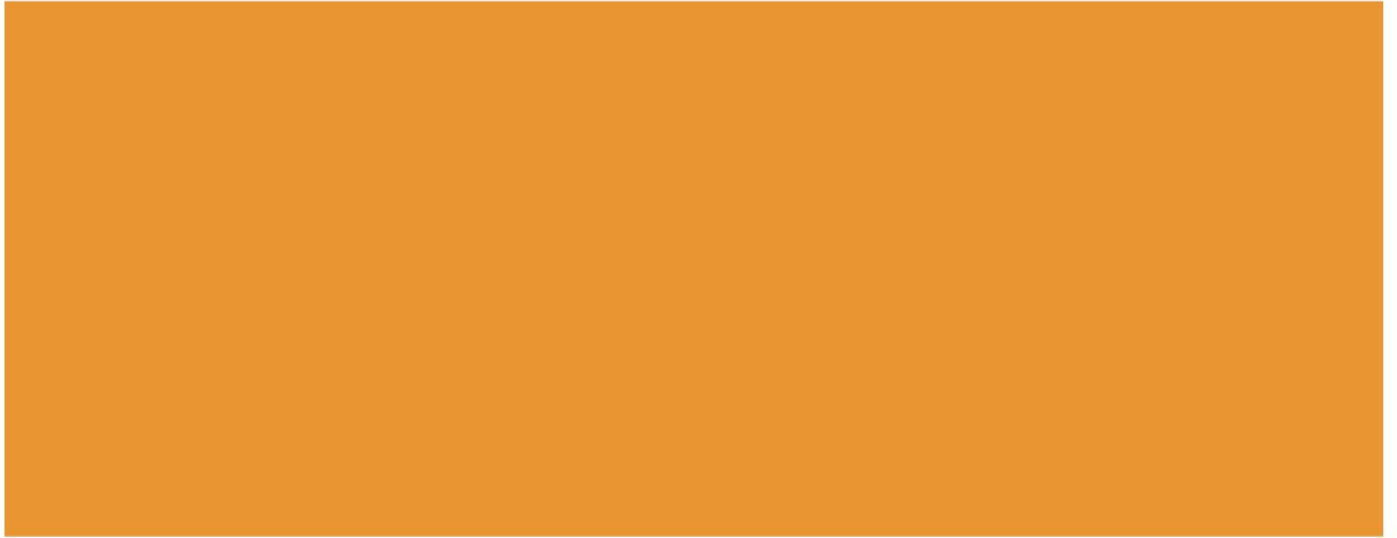
Policy Rationale

Revival College is committed to providing a safe teaching and learning environment, an environment in which the hazards associated with any activities are reduced to a minimum for students, staff and presenters. To this end all personnel are expected to be cognisant of relevant Workplace Health and Safety procedures in any class or session connected with studies undertaken with the CRC College of Ministry.

Policy Statement

- All staff and students are asked to take care and follow any directive given in an emergency by the Revival College delegated leader.
- Everyone is requested to take special care, even when using household items such as using electrical equipment and boiling water.
- All injury or accident situations and associated therapy should be managed proficiently by all personnel.
- Any accident or near miss should be reported to the Revival College delegated leader and a *Near Miss Form* completed.
- Any equipment, electrical cords or sockets that are damaged should not be used.
- Cords should be carefully placed so that people do not trip over them and, where any cord crosses an area where people could walk, it must be taped to the floor.
- Relevant staff should be notified of any damaged equipment so that it can be assessed for repair or replacement.
- No devices enabling sound or video recording may be used for these purposes during the lectures unless authorised by the Course Coordinator.
- Any personal items are brought on site at the students, staff members, or lecturer's own risk.
- Cars are parked on site at the students, staff members, or lecturer's own risk.
- Students, staff and lecturers are not permitted to smoke, consume alcohol or other drugs, or be intoxicated or affected by any illicit substance at any College of Ministry classes, Facilitation Camps or International Trips.

Further, all personnel have a general responsibility in terms of the Workplace Health and Safety Act to ensure a safe and healthy work environment



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COLLEGE

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