COURSE HANDBOOK

ALPHACRUCIS COLLEGE
ASSOCIATE DEGREE IN MINISTRY

OVERVIEW

The Associate Degree in Ministry integrates a well-developed foundation in Christian studies with a broad and coherent theological and practical knowledge in theology and biblical studies.	Program Director	Ps Daryl Potts
	Level	AQF Level 6
	Qualification	Associate Degree
	Subjects	16
	IELTS	6.5
	CRICOS Code	080053B
	Accreditation	Self-accreditation
	Course Length	2 years full-time; up to 8 years part-time

The Associate Degree in Ministry is a nested award within the Bachelor of Ministry. As a unique higher education award, the Associate Degree in Ministry is designed to provide graduates with a broad theoretical knowledge of Christian Studies and practical knowledge of ministry. The course aims to develop graduates who will be able to minister effectively in Christian and community settings and respond intelligibly to a wide variety of modern challenges and issues. The Associate Degree in Ministry seeks to link academic reflection in Christian Studies and theology in meaningful ways to training needs which stem from increasing contemporary challenges that churches and other Christian communities are facing.

AC GRADUATE ATTRIBUTES

Christian Worldview

A knowledge of the Christian story, derived from the Scriptures and tradition of the church. An awareness of the implications of this story for self-identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews, showing appreciation of the values and perspectives of others.

Leadership

The ability to provide effective Christian leadership to individuals, groups and organisations, demonstrated in the capacity to influence and enable others to accomplish worthwhile objectives which contribute to the human good and the kingdom of God. This includes seeking to emulate the example of Jesus Christ in serving and empowering others.

Integrity and Justice

The ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.

Communications

The ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

Personal and Social Skills

Demonstrate relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organizational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

Critical and Creative Thinking

A capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes a capacity to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

Professional Knowledge

Use and maintain knowledge about a discipline or field, in terms of theoretical, conceptual and methodological elements, striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

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LEARNING OUTCOMES

Specification	AQF Level 6	ADM Learning Outcomes	AC Graduate Attributes
Knowledge	Graduates of an Associate Degree will have a broad theoretical and technical knowledge with some depth in the underlying principles and concepts in one or more disciplines.	Graduates will: • Demonstrate a broad knowledge of Christian history, doctrine and tradition as a foundation for ministry.	Christian Worldview Critical and Creative Thinking Professional Knowledge
Skills	Graduates of an Associate Degree will have: • cognitive skills to identify, analyse and evaluate information and concepts from a range of sources; • cognitive, technical and creative thinking skills to demonstrate a broad understanding of knowledge and ideas with some depth in a discipline; • cognitive, communication and analytical skills to interpret and transmit responses to sometimes complex problems; • communicate skills to make a clear and coherent presentation of knowledge and ideas with some intellectual independence.	Graduates demonstrate: • skills to analyse and interpret the biblical text, using sound hermeneutical methods, as a core document of the Christian faith with consideration for the contemporary application of the text; • skills to comprehend, apply and communicate a Christian worldview, with particular emphasis on the role of the gospel in providing an ethical framework for personal living. • ability to discuss and analyse contemporaneous topics, issues and challenges impacting on Christian ministry and the Pentecostal community, and create solutions to these challenges; • ability to collaborate with the broader community of Christian ministers and community leaders to provide appropriate collegial support; • basic skills in critical thinking and self-directed research, using a range of sources and methods.	Christian Worldview Leadership Integrity and Justice Communication Personal and Social Skills Critical and Creative Thinking Professional Knowledge

LEARNING OUTCOMES

Specification	AQF Level 6	ADM Learning Outcomes	AC Graduate Attributes
Application of knowledge and skills	Graduates of an Associate Degree will demonstrate the application of knowledge and skills: • with initiative and judgement in planning, problem solving and decision making in paraprofessional practice; • to adapt knowledge and skills in a range of contexts and/or for further studies in one or more disciplines; • to adapt fundamental principles, concepts and techniques to known and unknown situations; • with responsibility and accountability for own learning and work and in collaboration with others within broad parameters.	Graduates demonstrate: • some ability in self-reflection and evaluation of ministry and leadership performance for the purpose of vocational development. • cognitive and technical skills required for ministry functions, including some depth within the field of Christian studies; • breadth and complexity of (para) professional ministry skills pertinent to engagement with congregational communities. This includes the ability to apply knowledge and skills to a range of contexts.	Christian Worldview Leadership Integrity and Justice Communication Personal and Social Skills Critical and Creative Thinking Professional Knowledge

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COURSE STRUCTURE

The course structure is based on six semesters (each of 12 weeks duration, plus an exam week), with four subjects taught in each semester. It comprises:

- • 90 credit points of core subjects
- • 10 credit points of EXP201
- • 60 credit points of electives

To qualify for award of the degree of Associate Degree in Ministry a candidate shall accrue an aggregate of at least 160 credit points, including satisfactory completion of the core subjects noted below.

CONTENT OF THE COURSE OF STUDY		CREDIT POINTS
CORE SUBJECTS	BIB102 Introduction to Israel's Scriptures (Old Testament) BIB103 Introduction to the New Testament HIS101 History of Christianity LEA201 Leadership Principles MIN101 Introduction to Pastoral Ministry MIN102 Christian Spirituality RES101 Introduction to Academic Writing and Research THE101 Christian Worldview THE201 Christian Ethics	10 x 9
ELECTIVES	60 credit points taken from any Level 7 course of study offered by AC	10 x 6
RULES OF PROGRESSION	Maximum of 8 subjects (80 credit points) at 100 level	
OTHER PROTOCOLS OF THE COURSE	EXP201 Professional Practice must also be completed as part of this course.	
BRIDGING/ NESTED COURSES	There are no nested courses within the Associate Degree in Ministry.	
PRE-REQUISITES FOR SPECIFIC SUBJECTS	Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject.	

For information on the teaching faculty for this subject, please visit our website.

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Graduate Pathways

Students who have successfully completed the Associate Degree in Ministry may progress into the undergraduate courses of study at AC:

- Bachelor of Applied Social Science
- Bachelor of Business
- Bachelor of Business/ Bachelor of Ministry
- Bachelor of Business and Bachelor of Theology
- Bachelor of Ministry
- Bachelor of Theology

Career Outcomes

Graduate employment opportunities include, but are not limited to:

- Associate or Assistant Pastor
- Assistant Youth minister
- Assistant Missionary
- Community Care Worker
- Church Board member
- Christian Marketplace Leaders and/or Professionals

Work Integrated Learning

Work Integrated Learning may be undertaken through various Professional Practice and Professional Experience subjects at AC. These subjects seek to create a direct linkage between the learning, skills and values engaged in lectures, and the reflection which occurs when these are applied in real-life settings. These work-based training subjects comprise of instruction, academic assessment and a placement in a workplace for a minimum of 100 hours of voluntary unpaid work for each subject.

To qualify for the award of the Associate Degree in Ministry, a candidate will complete at least 1 subject (10 credit points) of Professional Practice. Students are usually required to find their own workplace/ employer/ mentor to be approved by AC. In some cases, a new aspect within a student's current paid employment may be suitable as a work placement.

For further information related to Work Integrated Learning please see the Professional Practice Handbook on Moodle or contact our Student Support team.

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ADMISSION CRITERIA

Academic Entry Requirements

Recent Secondary Education

Applicants admitted on the basis of their *recent secondary education* must demonstrate the completion of NSW Higher School Certificate with an ATAR of no less than 65 (or the completion of the interstate or overseas equivalent qualification and result) for admission into this course.

Special admission is also available for Year 12 students whose ATAR (or equivalent) falls within 5 points of the published cut-off but have done well in subjects relevant to the course of study. These Special Admission Pathways are evaluated on a case-by-case basis by the Program Director and then tabled for approval by the Admissions Committee.

Vocational Education and Training

Applicants whose highest level of study enrolment since leaving secondary education is a *Vocational Education and Training (VET)* course must demonstrate the completion of an AQF Level 4 Certificate IV or higher by an authorised institution or registered training organisation for admission into this course.

Higher Education

Applicants whose highest level of study enrolment since leaving secondary education is a higher education qualification must demonstrate the completion or partial completion of an AQF Level 7 Bachelor degree (or higher) by an authorised institution for admission into this course.

Work and Life Experience

If you are under the age of 21 at the time of commencement, you can apply to a prescribed program of non-award study on the basis of provisional entry, and complete the provisional entry qualifying period to become a full candidate of this course.

If you are over the age of 21 at the time of commencement, you can apply for admission into this course on the basis of provisional entry, and complete the provisional entry qualifying period to become a full candidate.

For further information about AC's provisional entry criteria, please see:

- *AC's Admissions Requirements*
- *Higher Education Provisional Entry Policy*
- *Admissions Policy*

English Language Proficiency

If English is not your first language or was not the medium of instruction in your tertiary studies, you are required to demonstrate your proficiency of the English language by achieving a prescribed level in an approved English examination, such as an IELTS test. Your English language proficiency test must be no more than two years old at the time you intend to commence studying at AC.

All students are required to have attained the minimum IELTS results (or equivalent) according to the criteria noted in the table below:

	Overall Band Score	Subtests			
		Reading	**Writing**	**Listening**	**Speaking**
Certificate/Diploma	5.5	5.0	5.0	5.0	5.0
Undergraduate and Diploma of Arts	6.5	6.0	6.0	6.0	6.0
Postgraduate	7.0	6.5	6.5	6.5	6.5
Education Courses	7.5	7.0	7.0	8.0	8.0

Applicants are encouraged to contact the [International Student Office](#) if they are unsure of the equivalence of their English language proficiency test scores.

Special Admissions Pathways

AC's [Admissions Policy](#) details the special admission pathways for our courses of study. The Special Admission Pathways are evaluated on a case-by-case basis by the Program Director. A student's admission requirements may be reconsidered on educational disadvantage grounds, including but not limited to:

- Aboriginal or Torres Strait Islander descent, where the normal HSC entry path has not been followed;
- socioeconomic reasons (such as low-family income or poor living conditions);
- learning or language difficulties;
- disrupted schooling;
- physical disability;
- serious family illness or excessive family responsibility;
- geographical isolation of home and/or school;
- completion of a prescribed program of non-award study (four subjects or 40 credit points) with an overall GPA of 1.8 or better.

For a full list of educational disadvantage grounds, please see AC's [Admissions Policy](#).

ACCESS AND EQUITY

AC is committed to providing a learning environment that is free from discrimination on the basis of income, age, disability, social and ethnic background, location or gender. AC endeavours to increase opportunities for people of all backgrounds to participate in training programs, and implement programs that take into account the specific needs of participants. AC encourages students to inform AC of any disability, medical condition or learning need that may impact on your studies to arrange a study plan that best suits your needs.

HOW TO APPLY

Once you have chosen your course of study, you will need to apply direct to AC. Applications typically close 3 weeks before semester commences.

All AC application forms are completed online. There are different forms depending on the level of study you are applying for and the location of your course.

Further information on How to Apply and access to AC's Application Forms is available on our _website_.

Credit transfers and recognised prior learning (RPL)

You may be entitled to credit for prior learning, whether formal or informal. Formal learning can include previous study in higher education, vocational education, or adult and community education. Informal learning can include on the job learning or various kinds of work and life experience. Credit can reduce the amount of study needed to complete a degree.

For further information about credit and recognition of prior learning please see AC's _Credit Transfer and Recognition of Prior Learning Policy_ *or contact our* _Student Support_ *team.*

HOW TO ENROL

Once you have returned a signed copy of your Letter of Offer to accept your place at AC, you will be invited to enrol in your specific subjects in the next academic period. Students are advised to consult their timetable (can be found _here_), review their _Academic Advice Sheet_ and contact the _Student Support Team_ for tailored academic advice before completing the enrolment form.

Applications for credit transfers or recognised prior learning will be communicated to you once they have been processed.

STUDENT SERVICES

Student Support Team

AC's Student Support Team exists to ensure you get from Orientation Day to Graduation Day with a smile on your face!

Academic Support

- Tailored academic guidance
- Assessment variation to accommodate disabilities, medical conditions and/or learning needs
- Exam reader/writers
- One-on-one tutoring and small group workshops for face-to-face and distances students
- Physical libraries
- Access to online journal databases
- Access to eBook resources
- Resources are also provided online for self-development

Non-Academic Support

- Pastoral Care
- Chaplains
- Professional counselling
- Careers guidance
- On–campus childcare*
- Extra-curricular and community services
- SRC – The Student Representative Council
- Recreation areas

Student Life

All students can take part in:

- mission trips and community service projects
- weekly chapel services
- lunches and gatherings on campus
- opportunities to hear or present research
- masterclasses to take your skills and knowledge to the next level
- social events both on and away from campus
- exchange programs with other colleges and universities around the world

…and much, much more! To find out what is happening near you or to get specific details just contact the Student Support Team:

Email: studentsupport@ac.edu.au
Phone: (02) 8893 9005
https://www.ac.edu.au/student-services/

Not available at all campuses

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STUDENT PROFILE

The table below gives an indication of the likely peer cohort for new students at AC. It provides data on students that commenced study and passed the census date in the most relevant recent intake period for which data are available, including those admitted through all offer rounds and international students studying in Australia.

Applicant background	Number of students in the previous period	Percentage of all students in the previous year
(A) Past higher education study (includes a bridging or enabling course)	N/P	N/P
(B) Past vocational education and training (VET) study	28	93%
(C) Recent secondary education:		
• Admitted solely on the basis of ATAR (*regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points*)	N/P	N/P
• Admitted where both ATAR and additional criteria were considered (*e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR*)	N/P	N/P
• Admitted on the basis of other criteria only and ATAR was *not* a factor (*e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement*)	N/A	N/A
(D) Work and life experience Admitted on the basis of previous achievement other than the above)	N/P	N/P
International students	N/P	N/P
All students	30	100%

Note: N/P – Not published

N/A – Not applicable

WHERE TO GET FURTHER INFORMATION

ac.edu.au

AC's website is the best place to discover what's happening at AC and explore our courses, campuses and support services. If you are not yet an AC student, our Future Students team are here to help find the right course for you!

Moodle

Once you begin your studies at AC, you will use Moodle as your Learning Management System (LMS) to access all your subject content, the AC Academic Handbook, Study Skills and Textbook Information. New Students can also use Moodle to view our Induction Videos.

International Students

Nothing beats the experience of being part of our community and participating in our classroom discussions! Alternatively, for students who decide to study from their home country, AC brings education to you by offering many subjects and degrees by distance education allowing you to study from anywhere in the world. Flexible delivery means that you will have access to our e-Learning platform which provides resources, podcasts, online forums and tutor assistance that allows you to complete your studies from your home country.

Further information about International Students, including the application process, international recognition of AC courses of study and FAQ's, is available on our website.

Alternatively, our Future Students team are available to answer any questions you may have about your requirements as an onshore or offshore International Students at AC.

QILT

Thinking about higher education institutions and study areas? Wish you could ask someone about their experience? The QILT website helps you compare official study experience and employment outcomes data from Australian higher education institutions.

TEQSA National Register

The purpose of the TEQSA National Register is to be the authoritative source of information on the status of registered higher education providers in Australia.

Complaints and Grievances

If you are unsatisfied with the outcome of your application, AC's Complaint and Grievance Resolution Policy outlines the procedure for resolving a complaint or grievance.