

*Ellel Ministries*  
*Gilbulla, Australia*

**2017**  
**HANDBOOK**

*In Partnership with*



## Ellel Ministries Gilbulla Campus

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**All training is conducted under the auspices of Unity College Australia**

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# ELLEL MINISTRIES GILBULLA, AUSTRALIA

## 2017 STUDENT HANDBOOK

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# 1. VISION, MISSION AND VALUES

## ABOUT ELLEL MINISTRIES

Ellel Ministries is an International, non-denominational Christian mission organisation that arose out of a vision to establish a centre for Christian healing and training. Ellel Ministries began in 1986 in the United Kingdom and now has Centres in over 20 countries of the world.

The foundational Scripture for the ministry is Luke 9:11. *"Jesus welcomed the people, taught them about the kingdom of God and healed those in need."*

Ellel Ministries 'Gilbulla', Australia, was established in 2002, at Menangle, NSW and has partnered with Unity College Australia (UCA) to allow students to gain accreditation for all the hard work and dedication that they put into doing our course.

## WHAT DOES ELLEL MEAN?

Ellel Ministries took its name from the first building acquired for the work in the United Kingdom, 'Ellel Grange'. The name Ellel means "All Hail" in old English, meaning to honour and worship God; El El means "towards God" in Hebrew and in ancient Cantonese it means "Love flowing outwards."

## OUR VISION

Our vision is to resource the local church by helping individuals identify wounds and remove character blockages that prevent the discovery of their true identity and destiny in Christ.

## OUR MISSION

Our mission is to fulfil this vision, as God opens the doors, in accordance with the Great Commission of Jesus and the calling of the Church to proclaim the Kingdom of God by preaching the Good News, healing the broken hearted and setting the captives free. We are committed to restoration, discipleship and training in order to

*'Bring the heart of God to the heart of man'*

The particular Scriptures upon which our mission is founded are Isaiah 61:1-7; Luke 9:1-2; Luke 9:11; Matthew 28:18-20; Ephesians 4:12; 2 Timothy 2:2 and Romans 8:19.

## OUR VALUES

**Welcoming:** We seek to provide an environment which is welcoming to all students.

**Relationship:** Effectiveness in employment and ministry comes from strong relationships. We aim to develop strong relationships and lasting

friendships among students, between students and staff and with the community around us.

**The Kingdom:** We desire for people to be committed to serving God's Kingdom through church, the workplace and the marketplace.

**The Church:** We encourage participation in local congregations of believers and the church as a whole.

**Creativity:** We aim to reflect and nurture the creativity that God has given to us. We seek to explore Christian creative experience.

**Ministry Skills:** Ellel is committed to the development of effective ministry skills in student's lives.

**God focused:** We believe in the need for people to develop an ongoing intimate relationship with the Living God. This includes the development of a passion to better understand and apply God's Word.

**The Gospel:** Ellel's doctrinal basis is the established Christian creeds (Nicene, Apostles). On matters of faith we seek unity in essentials and tolerance in the non-essentials.

**Holy Spirit:** We believe all ministry needs to be done under the empowering work of the Holy Spirit. We desire to see God's supernatural presence at work within and through the lives of all who come in contact with Ellel Ministries.

## THE BASIS OF FAITH

God is Trinity. God the Father loves all people. God the Son, Jesus Christ, is Saviour and Healer, Lord and King. God the Holy Spirit indwells Christians and imparts the dynamic power by which they are enabled to continue Christ's ministry. The Bible is the divinely inspired authority in matters of faith, doctrine and conduct and the basis for teaching.

## GIFTS AND DONATIONS

Ellel Ministries Australia Ltd is a registered charity and a not-for-profit mission organisation with a mandate to develop Christians who can take their place in the key sectors that influence contemporary society. Ellel receives no government funding and relies solely on God to meet the financial needs of the work through His people. Approximately 50% of this is received through student fees of those attending courses and the shortfall is made up through donations.

We invite you to share in our mission. You may do this by supporting Ellel Ministries financially or in any other practical way. Gifts and donations may be tax

deductible. Please contact Ellel Ministries, Gilbulla for further information on how you can be involved in this ministry.

## 2. ORGANISATIONAL ARRANGEMENTS

The Ellel Ministries, Gilbulla, Year of Discipleship and Training (YDT) Program functions with:

- A Director and Leadership team
- Paid Staff and
- Voluntary/Paid Trainers/Tutors.

Teaching staff are drawn from suitably skilled and qualified individuals from the Christian community. Visiting specialists from interstate and overseas are also invited to provide input into training programs where available.

All training is conducted under the auspices of Unity College Australia RTO 6330

Students enrol with the confidence that the studies they undertake will:

- be nationally recognised;
- provide the basis for articulation to higher level studies, if they so desire, e.g. degree and post graduate programs;
- deliver long-term vocational outcomes.

Liaison takes place with other Tertiary Christian Colleges in Australia, regarding opportunities for improvement and expansion of what Unity College Australia offers.

Unity College Australia is a member of the Australian Council of Private Education and Training (ACPET). The College is also a participant in the Pentecostal/Charismatic Bible College Association, a national network of ministry training institutions.

### General

Formal and informal evaluations are used for all subjects and courses to obtain feedback from students. Following analysis of issues raised, feedback is incorporated by trainer/tutors, and aids in delivery of subsequent training.

Surveys of students and industry/Christian ministry leaders help to determine appropriateness, relevance, level and style of training offered to clients, and ensures the competencies developed as part of the program are recognisable and meet the needs and standards of the industry. Ellel Ministries believes this approach will ensure quality training outcomes and meet current and emerging vocational skills needs in Christian ministry.

Students at all UCA campuses can direct matters for consideration by the Board to the Board Secretary via their local campus Dean or Principal (YDT leaders).

### 3. CLIENT RELATIONS (UNITY COLLEGE, AUSTRALIA)

#### **CLIENT SERVICES CHARTER**

Unity College Client Service Charter commits us to:

- being friendly, helpful, respectful
- identifying ourselves when we talk to clients
- listening carefully to what the clients say to us
- providing efficient and prompt service
- providing accurate and consistent information in a way that is easy for clients to understand
- explaining the things clients need to know and do

- providing or referring clients to other services appropriate to their needs
- making it easier for clients to access services
- maintaining appropriate confidentiality, and
- fixing mistakes.

#### **CODE OF PRACTICE**

The Unity College Australia Code of Practice can be found on the College website at [www.unity.edu.au/unity-college-policies](http://www.unity.edu.au/unity-college-policies)



## 4. VOCATIONAL OUTCOMES & CURRICULUM PHILOSOPHY

### AIMS OF THE YDT

The curriculum is geared to vocational education and training outcomes. Subjects are concurrently academic and practical in nature, with a strong ministry application.

The Year of Discipleship and Training (YDT) is designed to provide students with an opportunity to grow in intimacy with Father God, surface and overcome wounds and character blockages, while also providing practical training and equipping in how to minister to others.

The focus of the program is for students to discover their true identity and destiny in Christ, with an aim to raise and release young adults toward wholeness and maturity in order to be better able to cope with the pressures and challenges of life both in and out of the church.

For students who stay on further to complete the 2-year Diploma course, as well as the above aims, there will also be a focus on discerning more of God's call on their lives, a greater emphasis on leadership development, as well as further teaching and ministry opportunities.

Our aim is to help students develop:

- A practical understanding of the Bible
- An increased capacity to hear from God and be empowered by the Holy Spirit
- A foundation to think biblically and make wise and ethical decisions
- Competence in communication (especially in communicating biblical concepts), conflict-resolution and people management skills
- Pastoral care and prayer ministry skills with a heart for God and people
- An awareness of others' needs and skills to respond appropriately
- An appreciation of the contribution of Christian faith to self and society
- Personal maturity that leads to an ability to contribute effectively to society as a whole
- To increase students' understanding of Christian ministry and the importance of working together under God to fulfil His purposes.
- To discover ministry gifts of students and to increase their ministry skills through training, providing opportunities, experience, mentoring opportunities for spiritual and character development.

- To increase interpersonal skills to function as team members with fellow workers.

### Subjects

The selection of subjects taught on the YDT emphasises accredited training that Ellet Ministries is authorised to deliver. The subjects/streams chosen are designed to prepare students for their vocational outcomes, and the qualification received is nationally recognised and portable.

A small number of short courses (weekend intensives) are not accredited (in terms of a formal qualification), but are taught because of the known needs of the target audience. Teaching of non-accredited subjects will, nevertheless, match the high standards of accredited subjects.

The menu of subjects on offer reflects the totality of accredited and non-accredited programs. For practical purposes:

- Timetabling is undertaken with a view to ensure reasonable/balanced workloads available to students, to meet the standards required to complete programs within indicated time frames. Subject mixes (i.e. number of hours) are designed to meet Government standards for "full-time" students and ensure a "regular" flow from one term/semester to another during the life of the program.
- Not every subject will be delivered every year. The published program for an academic year (generally) indicates the range of subjects on offer during that year.

### Flexibility

The principles of "flexible delivery" apply to the way material is structured and delivered within individual subjects or units, providing:

- Learning Outcomes/ Units of Competency are achieved.
- Teaching materials are reviewed on an ongoing basis
- Teaching programs, styles and assessment methodologies are overseen by Unity College representatives possessing a TAE40110 Certificate IV in Training and Assessment or equivalent.
- Trainers are chosen on the basis of their subject knowledge and recognition as "practitioners" using their teaching and ministry gifts and/or skills in the given field of study.

Subjects are offered in either day or evening classes, according to the needs of students and availability of staff.

## 5. COURSE REQUIREMENTS

### Entry Requirements

#### Common Entry Requirements

While there are no formal education requirements it is anticipated that students will have satisfactorily completed Year 12. However, students who have not attained this level of formal education may be considered for enrolment.

Applicants seeking enrolment in the Diploma and Advanced Diploma programs are expected to have completed any required pre-requisite lower level qualifications or can demonstrate equivalent competency.

The YDT is open to students aged 18-25 years old.

In general all participants should be able to read and understand text so as to:

- Write simple statements (demonstrating an understanding of the writing process, use of basic sentence structure/ punctuation etc.)
- Identify data and information
- Understand the meaning of the text (explaining it in their own words using key terms to support explanation).

#### Entry Requirements

Requirements for entry are:

- A completed application form
- A successful interview with members of the YDT leadership team
- The student is a committed Christian and actively involved in a Christian community
- Reference from a church pastor or Christian leader
- Students undertaking Christian Ministry courses should in good conscience be able to subscribe to the Ellel Ministries statement of beliefs which are found in the tenets of mainstream Christianity and outlined on page 5 of this Handbook.
- Students applying to enrol in Diploma or above courses and access a VET FEE-HELP/VET Student loan must provide evidence of having completed Year 12 or a Certificate IV level course (or higher) or satisfactorily complete an approved LLN test.

*(The full Entry Procedure for students applying to study using a VET FEE-HELP/VET Student loan is outlined on the Unity College Australia website.)*

### Recognition of Prior Learning (RPL)

#### Background

If a student's educational background includes some relevant studies, for example in New and Old Testament Survey, it may be possible to apply all or some of these credits towards the Cert IV or Diploma in Ministry and Theology offered by Ellel Ministries. This would be at the discretion of both Ellel Ministries and Unity College Australia.

As part of the RPL process Ellel Ministries will:

- advise potential RPL applicants about the process;
- provide applicants with RPL Application forms and RPL Submission & Assessment Kits that include the relevant units of competency in which RPL is being sought;
- receive RPL applications and RPL submissions from students;
- compare academic content (including course loads and prescribed learning outcomes) using transcripts, course information, syllabus documentation and interview;
- assess the relationship between previous studies and work/life experience and the unit/s for which students apply for RPL;
- make decisions regarding the levels of RPL to apply. Where necessary, this is done in conjunction with the institution/s through which previous qualifications were granted;
- advise applicants of the outcomes of their applications.

#### What Students Need To Do

Students wishing to apply for RPL must provide adequate supporting documentation (academic transcripts, certificates/ diplomas, certified copies of achieved units of competency, course components and assignments)

It is the student's responsibility to outline the individual skills they have acquired against the prescribed assessment criteria of the relevant unit(s).

#### Appeals

Applicants may appeal the result of the RPL assessment by applying in writing to the Centre Director.

## 6. FEES AND REFUNDS

### Academic Fees

#### Course Fees

Fees for the YDT are broken down as follows:

##### Certificate IV

Application Fee	\$200
Tuition Fee	\$2300
Live-in Food and Accommodation	\$2495
<b>Total Course Fee</b>	<b><u>\$4995</u></b>

##### Diploma

Application Fee	\$200
1 <sup>st</sup> year Tuition Fee	\$3000
2 <sup>nd</sup> year Tuition Fee	\$3000
Live-in Food and Accommodation	\$4790
<b>Total Course Fee</b>	<b><u>\$10990</u></b>

See 'Financial Policies' for details of payment requirements.

### Additional Fees

#### Textbooks

Students will be notified throughout the year of any textbooks required by the trainer of each subject. These will be made available at the Ellel Bookshop.

#### RPL Application

All Certificate level courses or part there-of \$175

#### Student Card replacement fee

\$30 for replacement of a lost or damaged award.

#### Replacement Award fee

\$15 for replacement of a lost or damaged ID card.

#### Late Assignment fees

Fees apply to the late submission of assignments as follows:

\$10 per week, per assignment

For more details about late assignments see pg 16.

#### Resit/resubmission fees

A fee may be charged where a student is given the option to resubmit an assessment item. The fee is \$60 per assessment.

Where an assignment shows evidence of academic misconduct (eg plagiarism, copying another student's assignment etc), the fee will be \$100 per assessment.

### Financial Assistance

**Study Allowance:** Australian students may be eligible for Youth Allowance (18-24), AUSTUDY (25+) or ABSTUDY.

Students will be responsible for organising their own financial assistance.

Please visit:

<http://www.humanservices.gov.au/customer/service/s/centrelink/youth-allowance> or [www.studyassist.gov.au](http://www.studyassist.gov.au) for more information.

**VET FEE-HELP/VET Student Loans:** Some Unity College courses at Diploma level are approved for the VET FEE-HELP (VFH) or VET Student Loans schemes for eligible students. To be entitled to the VET FEE-HELP or VET Student Loans Schemes a person must be either an Australian Citizen, the holder of a Permanent Humanitarian visa in one of the approved categories or a New Zealand citizen who meets certain eligibility criteria (and who will be resident in Australia for the duration of their VET Unit/s of Study).

It is the student's responsibility to make themselves aware of VET FEE-HELP/VET Student loans guidelines before they choose to apply.

Please contact Ellel Ministries for further details and visit [www.studyassist.gov.au](http://www.studyassist.gov.au) and/or the Unity College Australia website.

### Financial Policies

#### Student Payments

Payments are to be made directly to the Ellel Ministries office at Gilbulla. Initial payments may be made in person (cash, cheque, credit card or eftpos), by phone (credit card), by mail (cheque/money order or credit card) or by internet (direct deposit to the Ellel bank account).

Students will be required to pay a deposit of \$200 with their application form. This will be refunded only in the event that the student is not accepted.

Once notified of their acceptance the student is to pay the food and accommodation costs in total. This is to be paid prior to their arrival.

Tuition fees are to be paid prior to the beginning of each semester. It is expected that these payments will be made in full and on time. If required, payments plans may be discussed, however, this would be at the proviso of paying half-upfront and the other half paid over the semester.

### Additional costs

Additional costs will be incurred for purchase of text books and other materials required for the course. Students will be warned of any costs in advance, in order for them to budget accordingly.

*There will also be additional costs for activities throughout the year, as well as living expenses. We recommend budgeting for \$30-50 dollars per week.*

### Withdrawals

Where a student wishes to withdraw from a subject or a course, a 'Notification of Withdrawal' form must be completed and submitted to the Unity College office linked to your study. The date of withdrawal is the date by which written notification is received by the Unity College office.

Students receiving VET FEE-HELP or VET Student loans are also requested to fill out these forms. The date of withdrawal will determine whether a course/subject fee is incurred and whether or not the student is entitled to any refund according to the policy below.

### Refund Policy

Ellel Ministries will refund all or part of your fees on the following basis.

- Student application fees (the initial \$200 deposit) is non-refundable.
- There is no refund for late commencements.
  - A late commencement is after a maximum of two weeks after the commencement date.
- The Director of Ellel Ministries, Gilbulla will make the final decision about refunds. Refunds will be made in Australian dollars even if the initial payment was made in another currency. The student is liable for any currency conversion costs.
- Once study has commenced, no refund is available for that semester if a student withdraws from the course or defaults.
- Refund will be made for semesters as yet not commenced.

The refund policy takes into account the commitment that Ellel Ministries has to make to trainers in deciding if courses/subjects have sufficient numbers of students enrolled to proceed.

### Appeals

Any disputes to the proposed level of refund are to be taken up in writing with the Centre Director who will review the circumstances and advise the student of the outcome. Refunds are to be made promptly once agreement has been reached. This is not to exceed 4 weeks duration.

The UCA *Grievance Policy & Procedure* that fully details procedures for appeals or disputes of refunds

is published and publically available at [www.unity.edu.au/unity-college-policies](http://www.unity.edu.au/unity-college-policies)

## Student Review (VET FEE-HELP/VET Student Loan)

### Student Review Requirements

#### Incurring a VET FEE-HELP/VET Student Loans Debt

A student who is, or would be, eligible for the VET Loans Scheme and has requested a Loan, who withdraws from a Unit of Study on or before the census date will not incur a loan debt for the tuition fees for that Unit of Study.

Students who have requested a VET FEE-HELP/VET Student Loan who remain enrolled after the published census date will incur a VET FEE-HELP/VET Student Loan debt. A student who withdraws from a Unit of Study after the published census date for that Unit will incur a VET FEE-HELP/VET Student Loan debt for that Unit.

#### Re-crediting a FEE-HELP Balance

Students who withdraw from a Unit after the published census date, or fail to complete a Unit, may apply to have their VET FEE-HELP/VET Student Loan balance re-credited with respect to the Unit if they believe special circumstances apply in accordance with the following procedures.

#### Special Circumstances

Unity College Australia (UCA) will re-credit the student's FEE-HELP Balance if it is satisfied that Special Circumstances apply to the student that were:

- beyond their control, and
- these circumstances did not make their full impact on the student until on, or after the census date; and
- these circumstances were such that it was impracticable for the student to complete the requirements for the unit in the period during which the student undertook or was to undertake the unit.

For circumstances to be beyond a student's control, the situation should be that which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal to be considered special circumstances.

*Special Circumstances do not include:*

- a lack of knowledge or understanding of requirements for a VET FEE-HELP/VET Student Loan ; or
- a student's incapacity to repay a VET FEE-HELP/VET Student Loan debt.

### Re-Crediting a FEE-HELP Loan Balance

#### The Process:

Each application for re-credit of a student's FEE-HELP Loan balance will be considered on its merits together with all supporting documentation substantiating the special circumstances claim.

The *Student Services Manager* is the designated VET FEE-HELP/VET Student Loan officer of UCA.

The above officer is responsible for the assessment of a student's request for a re-credit of their FEE-HELP Loan balance due to special circumstances and for the initial decision regarding the request.

1. A student must apply in writing to the Student Services Manager within 12 months of the withdrawal date, or if the student has not withdrawn, within 12 months of the specified completion date of the Unit/s of Study. UCA has the discretion to waive this requirement if it is satisfied that it was not possible for the application to be made within the 12 month period. Relevant supporting documentation will be required to substantiate the claim.
2. The application for re-crediting a FEE-HELP balance must include details of the:
  - Unit(s) of Study for which a student is seeking to have a FEE-HELP Loan balance re-credited and
  - special circumstances as referred to above, including supporting documentation
3. UCA will consider each application within 10 working days of receipt of the application. Applicants will be notified in writing of the decision within 20 working days.

#### Review of Decision

4. Where UCA makes a decision NOT to re-credit a student's FEE-HELP balance that decision may be subject to review.
5. If a student is not satisfied with the decision made by UCA the student may apply, within 28 days of the receipt of the original decision, for a review of the decision.

6. Applications should be made in writing to the Principal who will designate a suitable Review Officer of any decisions relating to a request for re-crediting of a FEE-HELP balance.
7. The Review Officer will:
  - acknowledge receipt of the application for review of a decision in writing within 10 working days; and
  - inform the student that if the Review Officer has not advised them of a decision within 45 days of receipt of the application for review, it is taken that the Review Officer has confirmed the original decision.
8. The Review Officer will then:
  - review the information from the original decision and then assess any new evidence provided by the student.
  - provide written notice to the student of the decision, setting out the reasons for the decision
  - inform the student of their right to apply to the Administrative Appeals Tribunal (AAT) if they disagree with the Review Decision, and timelines involved (see below).

#### Reconsideration by the Administration Appeals Tribunal (AAT)

The relevant officer will inform a student in writing of their right to appeal to the Administrative Appeals Tribunal (AAT) if they are not satisfied with the outcome and the contact details of the closest AAT office and the approximate costs of lodging an appeal. The Application must be lodged at the AAT within 28 days of receiving written notice of the Review Decision.

*Note: Full details of the AAT application process and fees payable are available on the AAT Registry's website: [www.aat.gov.au](http://www.aat.gov.au). An application fee may have to be paid, in the amount of \$861 (2016) and is subject to change. Applications cannot proceed until the fee has been paid or waived. Applications for fee waiver must be made to the AAT. Refer to the AAT website for more details.*

The UCA *Student Review VET FEE-HELP/VET Student Loan Policy & Procedure* that fully details procedures for Student Review Requirements & Re-Crediting a FEE-HELP Balance is published and publically available at <http://www.unity.edu.au/en/more-info/unity-college-policies>

## 7. COURSE LISTING

For Australian students, the following courses are offered as part of the wider YDT syllabus:

- 10433NAT Certificate IV in Christian Ministry & Theology  
OR
- 10434NAT Diploma in Christian Ministry & Theology

These courses are approved under the Vocational Education and Training Quality Framework leading to Nationally Recognised qualifications and are offered in partnership with Unity College in Canberra.

## 8. GRADUATION & ASSESSMENT

### Graduation Requirements

To graduate from this course of study the student must complete the set course requirements including:

- Attendance at classes as outlined below in the Attendance & Absences policy
- Completion of required assessments and graded as competent in all course competencies
- Fulfilment of any specified co-curricular requirements
- Fulfilment of any prescribed practical assignments (eg student service, ministry activities, field trips)
- Full payment of fees
- Return of all library books and other Ellet resources
- Maintenance of a satisfactory level of conduct during his/her time at Ellet Ministries

Students who satisfy these criteria will be awarded the appropriate Certificate together with a Statement of Results detailing the units of competency successfully achieved. It is expected that students will receive this within a month of graduating, allowing time for the processing of results.

Students who fail to achieve the full list of criteria to qualify for the award may receive a Statement of Attainment.

### Graduation

A Graduation ceremony will be held at the completion of each YDT year and will provide an opportunity for Ellet Ministries to acknowledge graduating students.

### Reissue of Qualifications

Students wishing to request a reissue of a qualification (testamur) whether it be a Certificate, Statement of Results or Statement of Attainment are required to make this request to Ellet Ministries in writing providing information about when they undertook their study and what testamur they are requesting.

### Assessment Strategies

Assessment for the Certificate has been developed to conform to the recommendations contained in the VET Quality Framework in line with the principles of competency based training.

Where appropriate more than one unit and/or element of competency will be assessed in a single assessment activity. Assessment results will indicate either achievement or non-achievement of competence.

Results will be expressed as

**Competent ( C )**

**Not Yet Competent ( NYC )**

Participants are able to negotiate the assessment methodology relating to subject competencies where they have specific learning requirements.

An outline of subject/unit content, learning outcomes and associated assessment tasks will be distributed by individual trainer/tutors (during the first 2 weeks of term/semester).

Courses include a variety of **assessment methods**, instruments and events which include but are not limited to:

- Written tests/assignments/presentations
- Oral questioning/presentations
- Group activities, including role play
- Practical application of skills/performance under supervision
- Research tasks/projects
- Attendance and participation
- Practical performance, rehearsal & fieldwork as applicable
- Written assignments, exercises, tutorial/ seminar presentations, tests as applicable
- Journal/notebook completion as applicable
- Peer/collaborative/self-assessment
- Recognition of Prior Learning
- Recognition of national qualifications and competencies gained at other Recognised Training Organisations (RTOs).

Fieldwork or on-the-job training refers to training conducted under working conditions; that is, completed and assessed within the workplace or field. These can be carried out in a wide range of environments where the student will be under the supervision of an experienced worker or trainer.

On-the-job assessment results will be recorded by a variety of methods that may include but are not limited to:

- on-the-job log books
- training record books

## Attendance and Absences

Satisfactory attendance is a requirement for achievement of competency in subjects and courses studied at Unity College Australia. Unity College has a government obligation to record student attendance and monitor this regularly. Students are required to attend at least 80% of classes in order to meet minimum attendance requirements. This means that students cannot miss more than 2 classes each term for subjects scheduled once per week or more than a total of 4 weeks per semester. Partial attendances (late arrivals or early departures) will be included in attendance calculations.

Students absent for more than 2 consecutive days due to illness may be asked to submit evidence such as an official medical certificate (at the discretion of the YDT leadership).

(Where possible, Doctor's appointments are to be arranged for days off in preference to during work or study hours.)

Students need to demonstrate in some way that they have covered the content missed through absence prior to gaining competence. For example, students could read the teaching notes and provide a short summary or do an activity which demonstrates that they have considered the material. If pre-existing assessment items require an understanding of the teaching notes this may be adequate. This must be done in consultation with the relevant trainer/tutor.

In certain exceptional circumstances beyond the students control (extended sickness, personal trauma and the like), students may apply to the YDT leadership for special consideration. Upon approval of the Leadership, alternate pathways for the fulfilment of course requirements may be granted. Students should apply in writing as soon as possible detailing the circumstances and reasons why special consideration would be granted. Decisions will be made by the YDT Leadership and students will be notified of the outcome in writing.

Students are required to advise Ellet in advance of any foreseen class absences.

A student who fails to meet minimum attendance requirements may be required to re-sit a whole subject, or do additional assessments, even if they have achieved competence in all set assessment items. This may involve a re-sit fee as per Section 6, Fees and Refunds.

## Exit Points

A Statement of Attainment can be issued upon successful completion of one or more subjects where those subjects are aligned to a complete unit of competency, even if a student exits prior to completion of the graduation requirements for the full qualification being studied.



## 9. ACADEMIC POLICIES

### Grading

Summative and formative assessments within the course subjects/units will be marked as Satisfactory (S) or Not Yet Satisfactory (NYS). Individual trainers/tutors may choose to allocate marks and/or grades for subjects and individual assessment tasks but this is not a formal requirement. A student is assessed as 'Competent' when he/she is able to demonstrate achievement of all elements of any underlying competencies in a subject.

For example a student who has been marked as 'Satisfactory' in four out of five assessments, but doesn't achieve all of the elements of competency because they didn't submit an assessment item will be graded 'Not Yet Competent'.

### Assignment Submission

All written assignments should be submitted by the due date to the YDT office with the appropriate 'Assessment Cover Sheet' signed and attached.

Assignments should follow the specified assignment presentation guidelines. The office will stamp assignments with the date received, record the submission in an assignment register and pass them on to the appropriate trainer/tutor for marking.

Students are required to retain a copy of every assignment. While every care is taken to ensure students' work is not mislaid in the rare case that this happens, a replacement copy provides both evidence of submission and a copy for marking.

### Extensions

If you are not able to complete an assessment task by the due date you will need to negotiate an extension with the trainer/tutor. You must fill in the appropriate 'Extension Request' form and submit this to your trainer before the due date. If you are not able to contact the trainer/tutor directly you should notify the YDT office. Extensions will normally be granted for a maximum of one week (longer in extenuating circumstances). It will be up to the individual trainer/tutor to decide whether or not to grant an extension and whether any evidence (e.g. medical certificate) is required.

### Late Submission of Assignments

A 'late submission' fee will be charged for assignments submitted after the due date or negotiated extension date. The fee is determined by the number of weeks the assignment is late and is payable at the time of submission. Current fee rates are as per Section 6 Fees and Refunds.

Acceptance of an assignment submitted 4 weeks after the due date or after the finish date of a subject is only at the discretion of the Trainer/YDT Leadership. If not accepted the student will be awarded an NYC grade for the subject. To complete the subject the student may be given the option to re-enrol and re-sit the subject.

This policy will be waived only at discretion of the YDT leadership in exceptional circumstances (eg extended sickness accompanied by a medical certificate).

### Resubmission and Re-marking

If an assessment task is graded as 'Not Yet Competent' you have the opportunity, as negotiated with the trainer/tutor, to be re-assessed by:

- resubmitting an amended assignment or re-sitting a test;
- completing an additional assessment task (at the trainer/tutor's discretion); or
- applying for a re-mark (this is to be arranged through the YDT Leadership)

Applications for re-assessment should be received by the YDT office within one week of return of the relevant assignment/test.

Re-assessment may involve payment of additional fee (see Section 6 Fees and Refunds).

### Written Assignment Presentation Guidelines

#### Presentation

All assignments should include:

- The appropriate Assessment Cover Sheet (You should have a copy of these, if needed you will need to print this again).
- The Student Declaration must be signed.
- Assignment content - response to the assessment task.
- Bibliography (list of references/resources used in the preparation of the assignment) - see separate guidelines for setting out citation footnotes and bibliographies.

To facilitate marking, please do not place individual pages in separate plastic sleeves of a folder.

#### Layout

All assignments should:

- Be typed or word processed
- Be written on one side of the page only
- Have left and right hand margins of approximately 3 cm

### Word Count

Where a word count is specified, assignments should be within 10% of that amount. Where a range is specified (e.g. 1000 - 1500 words) assignments should fall within that range.

The word count includes small quotes within the body of the assignment which should not total more than 10% of the assignment. The Bibliography, footnotes and any large quotes should be excluded from the word count.

### Assignment Format

The exact format of the assignment may vary depending on the type of assignment (e.g. essay, book review, fieldwork report etc.) and individual trainer/tutor's guide-lines.

*Essays:* the format should involve the following sections -

- Introduction - a paragraph introducing the topic and giving a brief outline of how you are going to approach it, what you will cover in your essay.
- Body/development - this section is the major part of your essay. Here you need to state your main points and develop your ideas. Thoughts need to be presented logically and clearly and should always relate to the topic of the essay.
- Conclusion - a closing paragraph or two which summarises your main points and conclusions about the topic.

*Reports:* the format for a report will depend on the nature of the material being reported on -

- Subheadings for different sections will probably be appropriate.
- Content may include lists of information gathered (facts, figures etc.). These may be included in an appendix but must be referred to in the content of the report. Information should still be presented logically and in a way the reader can understand its relevance to the topic.
- An introduction and conclusion/summary are still required. Both must be related to the assignment topic.

### Academic Performance

All students are required to maintain an acceptable standard of academic performance throughout each academic period in order to pass their course.

### Academic Support

Students having difficulty completing assessment requirements for any individual subject or course are welcome to discuss their difficulties with their YDT leaders, who can suggest appropriate strategies for dealing with issues raised. The trainer may suggest strategies that may assist you. These could include one-on-one sessions, alternative assignments, resubmissions and/or academic counselling.

### Academic Misconduct

Ellel Ministries regards any academic misconduct as a serious matter and will take appropriate action, including:

- disqualification of the relevant assessment work
- charging of resubmission fees as per 'Section 6-FEES AND REFUNDS', if the student is offered the opportunity to resubmit or resit the item
- reassessment of the student's continued enrolment in the subject and/or course for repeated offence

Examples of academic misconduct include but are not limited to:

- Taking unauthorised materials into an examination
- Having a substitute person sit an examination in place of the candidate
- Copying another student's work during a test
- Submitting work for assessment knowing it is the work of another person
- Submitting a falsified or unauthorised medical certificate
- Plagiarism - Students are required to sign a declaration on the Assignment Cover Sheet that submitted assignments are their own work. To present someone else's work as your own is plagiarism. In effect it is stealing. Copyright laws protect the intellectual property of the creator of written work, so only limited copying is permitted, if at all, and acknowledgment must be given to the author. When using other writer's words or thoughts, it is ethical to give credit to them. You should identify others' work in your assignments by listing the sources in footnotes and Bibliographies. Detailed guidelines for referencing will be provided at Orientation.
- Collusion - Unless a team project or assignment is indicated, any obvious copying of another student's work will mean disqualification of both students' entire work.

## Academic Appeals

The purpose of this policy is to assist clients wishing to appeal academic decisions made by staff of Ellel Ministries.

### Procedure

All appeals should be made in writing to the YDT leadership within two weeks of return of the assessment.

Detailed procedures are outlined in Section 10 GENERAL POLICIES, under the heading Procedures for Dealing with Complaints or Grievances.

The UCA *Grievance Policy & Procedure* that includes Academic Appeals is published in full and publically available at [www.unity.edu.au/unity-college-policies](http://www.unity.edu.au/unity-college-policies).

## Access to Results

Students are to have timely access to current and accurate records of their participation and progress.

Ellel Ministries commits to the return of marked assignments and tests within 4 weeks of the due date. This does not apply if final assessments are not received by the due date.

## 10. GENERAL POLICIES

### Work Health and Safety (WHS)

Ellel Ministries is committed to safeguarding the health and safety of staff and students. Students should acquaint themselves with their responsibilities and the avenues available for them to safeguard their health and safety.

#### Overview

Ellel Ministries will take all reasonable steps to ensure that students are not exposed to any risk while at or near its premises or while utilising its services. It will regard all existing community standards as the minimum standards.

To achieve its WHS objectives Ellel Ministries will:

- provide appropriate information and training, including during induction training or orientation, on WHS to all staff and students, to enable them to perform their work and/or studies in a manner that is safe and without risk to their health or to the health of others;
- hold all levels of management responsible and accountable for health, safety and rehabilitation matters in the areas under their control
- provide staff with information on their responsibilities for WHS;
- ensure that expert advice is available on WHS matters affecting staff, students, members of the public and contractors;
- place the safety and health of employees ahead of the protection of equipment and services;
- enable the provision and maintenance of safe plant, equipment and systems of work including safe storage and handling of substances;
- immediately notify staff, students, visitors and the relevant authorities of all accidents, hazardous situations, dangerous occurrences or immediate risks to health and safety; and
- where work/study environment is such that for staff or students to continue to perform their usual duties would be a danger to their health, instruct them to use suitable alternative premises until any hazard has been eliminated or controlled.

#### Student Responsibilities

Students are expected to take all reasonably practicable steps to:

- ensure proper use of appropriate safeguards, safety devices and safety equipment provided by Ellel Ministries and follow agreed safe work practices;

- ensure that they do not take any action, or make any omission, that creates a risk, or increases an existing risk, to their health and safety, or of other persons on the premises;
- use equipment, in accordance with any instruction given by management consistent with its safe and proper use;
- cooperate with Ellel Ministries, to the extent necessary to enable it to fulfil its duties and obligations, especially in emergencies; and
- Inform the YDT Leadership of any potentially hazardous situations.

### Duty of Care

Ellel Ministries will ensure that all written or oral information or advice given is accurate, timely and complete and that they are duly authorised to give out such information.

Ellel Ministries recognises a student's right to know how and why decisions were made. In order to help understand the reason for those decisions, Ellel Ministries will endeavour to ensure that students:

- receive clear information about the policies and instructions affecting their case (care will be taken to ensure all relevant facts are known and understood);
- have an opportunity to provide all the information about their case (even after the making of a decision, as it may be that the new information results in a different decision being made);
- are given an explanation of why, if it is not possible to give a favourable decision; and
- are aware of any rights of review.

### Mentoring

Ellel Ministries recognises the importance of mentoring of students as a key mechanism of their sustained growth. As noted by Stanley and Clinton<sup>#</sup> "Mentoring is a relational experience through which one person empowers another by sharing God-given resources."

The resources may be wisdom, information, experience, modelling, confidence, insights, direction, relationship status, etc. Empowering means imparting strength, persistence and encouragement in times of weakness or uncertainty, so that the person will have competence in applying knowledge gained. Hence mentoring is about realising the mentoree's full potential. It establishes

accountability, and encourages consistency in moral and character development.

Mature successful leaders testify to several significant individuals whose timely help enabled them to grow and finish well. Mentoring needs to be deliberate (by spoken agreements) and intensive (ideally weekly contact), rather than occasional or non-structured.

Students will have regular “one on one” mentoring sessions (known as Heart-to-Heart sessions) with members of the YDT Leadership, or other assigned mentors.

# Stanley, Paul. D. & Clinton, J. Robert "Connecting" Navpress 1992

## Confidentiality of Personal Information

### Introduction

Unity College Australia (UCA) has certain obligations in relation to the personal information which it holds about its students.

Students are entitled to protection of their privacy. Privacy considerations apply to all information that Ellel Ministries may hold about students, including factual data (address, phone numbers, age, enrolment status, etc.), academic progress (examination results, evaluation and assessment and academic standing) and personal welfare (family matters, medical matters, financial matters, etc).

Ellel Ministries will seek to minimise the information it needs to hold in respect of individual students.

### Commitment

Data collected by UCA will be limited to personal contact details and other factual data that is relevant to their activities as a student of the college. UCA aims to keep personal information of individuals up to date and requires individuals to keep Ellel Ministries and UCA updated with respect to changes to personal factual data including contact details. UCA may require access at times to personal information about you, in your interests. To the extent that the information is private, UCA will restrict access to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests as a student.

UCA will not disclose personal information of any students/staff to other students, or staff who have no need of access to the information, nor to people outside the college (other than in accordance with any legal or academic obligation, e.g. to government departments such as the Department of Immigration and Border Protection or Centrelink) without a person's explicit written consent.

This means that UCA does not release any information held about students/staff, including addresses or results, even to close relatives, without explicit permission. As a general rule, details of friends, family members and others who contact UCA seeking information about students/staff (including personal contact details) will be passed on to the student/staff member, for action as they see fit.

UCA gives the student the right to access their own personal information and will provide the information on formal request in most situations unless limited by the provision of Australian Privacy Principle 12. The procedure for this is listed under the heading “Access to Personal Records”

Students applying to transfer to another tertiary institution, may request UCA to release to that institution or a tertiary admissions centre, information about their academic progress at this college. This may be done through your consent to this in your application to a new institution.

UCA commits itself to ensuring that all information about students/staff is stored securely.

As well as the above, Ellel Ministries also has strict confidentiality guidelines, especially in regards to ministry information. Detailed guidelines will be provided at Orientation, both in terms of the confidentiality offered you, and the confidentiality required from you.

Ellel Ministries reserves the right to use any photographs, recordings and/or film or video taken of staff and students as part of the YDT activities in its marketing materials.

## Access and Equity

Ellel Ministries is firmly committed to achieving best practice in the provision of Christian ministry vocational education and training.

In keeping with this commitment Ellel Ministries will strive to ensure that programs and services are relevant, accessible, fair and inclusive.

### Legislative Obligations

Ellel Ministries is subject to the Australian equal opportunity laws, to ensure that our working and teaching practices are fair and equitable, and our learning environment non-discriminatory.

- barriers to participation are identified and strategies developed to overcome them;
- Ellel Ministries' policies and procedures are non-discriminatory and inclusive;

Staff are responsible for ensuring that they behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff, students and other delegates.

Students are responsible for behaving in a courteous, sensitive and non-discriminatory manner when dealing with staff, other students and delegates.

### Roles and Responsibilities

UCA's Board and staff are change agents and foster the implementation of access and equity best practice by ensuring that:

- UCA's corporate goals clearly define its role in meeting the educational needs of all clients, including equity target groups;
- equal opportunity policies are in place and understood;
- barriers to participation are identified and strategies developed to overcome them;
- key staff have identified responsibility and expertise in equal opportunity matters;
- UCA's policies and procedures are non-discriminatory and inclusive;
- staff are provided with information about access and equity issues;
- students are provided with information about access and equity issues;
- levels of participation and attainment by equity target groups are recorded;
- staff members are aware of progress in the participation and outcomes for equity target groups and action plans are developed and put in place to meet any deficiencies.

All Ellel Ministries staff are responsible for ensuring that they understand and implement these policies.

### Fair treatment and equal opportunity

Ellel Ministries ensures fair treatment and equal opportunity to all existing and potential students through open, fair and transparent selection procedures.

All students, regardless of background, circumstance or eligibility for funding, will be assessed for entry to study through the same application and interview process.

All assessment from entry to the end of the course of study will be based on merit on an individual, case to case basis.

Applicants who are refused entry to the YDT have the right to appeal this decision to the Director of Ellel Ministries, Gilbulla. If the response is not satisfactory, they are entitled to ask for a written explanation as to the grounds for refusal of entry.

### Student Selection

Students will be selected on their capacity to benefit from the YDT course. This will be done through:

- Meeting of all necessary prerequisites
- Review of previous studies and experience as submitted in the application
- In addition should a surplus of applicants meet the necessary standard, places will be awarded on a first come, first served basis
- The YDT is delivered in a Christian context in line with the relevant employment outcomes, and therefore consideration will be given to the applicant's Christian experience and life calling. Admission documentation must therefore be endorsed by the applicants' Pastor or a person who has been a significant Christian oversight to the individual. Students are expected to behave consistently with Biblical standards and Christian character.

### Access to Personal Records

UCA's procedure for students to access personal records is:

- Students are required to apply in writing
- The YDT leadership will arrange a mutually satisfactory meeting time within the next one to five teaching days.
- Files may only be viewed on site, and in the presence of the delegated staff member
- Students are able to make changes to their personal information for accuracy, completeness, relevancy or currency.

### Procedures for Dealing with Complaints or Grievances

Ellel Ministries is committed to providing an effective, efficient, timely, fair and confidential grievance handling procedure for all students and staff related to both academic and non-academic matters.

The UCA *Grievance Policy & Procedure* that details procedures for dealing with complaints or grievances is published in full and publically available at [www.unity.edu.au/unity-college-policies](http://www.unity.edu.au/unity-college-policies).

#### Informal Grievance Procedure

Any issues or concerns related to academic and non-academic matters, which are unable to be resolved firstly with the trainer/supervisor and the YDT Leadership (where relevant), may be raised with a member of the Leadership team of Ellel Ministries (preferably verbally in the first instance) who will endeavour to resolve them informally in a timely manner. If the issue is unable to be resolved informally, the **Formal Grievance** procedure must be followed.

This *Informal Grievance* procedure is not mandatory for non-academic grievances and complainants may access the *Formal Grievance* procedure at any time.

**Academic Grievances/Appeals** either informal or formal should be made within two weeks of the return of the assessment and should include:

- particulars of the assessment that is appealed against
- details of who made the assessment and the date it was returned to the student
- a copy of the Resubmission and Re-Marking application and the outcome/s (where relevant)

### Formal Grievance Procedure

General principles applying to all stages of this grievance procedure which will be adhered to by Ellel Ministries are:

- The complainant and respondent will have the opportunity to present their case in person at each stage of the procedure
- The complainant and the respondent have the option of being accompanied/assisted by a third person (such as a family member, friend or another staff member) if they so desire
- The complainant and the respondent will not be discriminated against or victimised
- At all stages of the process, discussions relating to complaints, grievances and appeals will be recorded in writing. This will be a fair summary of the evidence provided and/or gathered and will show the manner in which the enquiry was conducted. Reasons and a full explanation in writing for decisions and actions taken as part of this procedure will be provided to the complainant and/or the respondent if requested
- Records of all grievances will be kept for a period of two years. These records will be kept strictly confidential and stored in the YDT office.

### Stage One

Formal grievances should be submitted in writing to the YDT Leadership.

The YDT Leadership will then assess the grievance, determine the outcome and advise the complainant in writing of their decision within ten working days.

The complainant will be advised of their right to access Stage Two of this procedure if they are not satisfied with the outcome of Stage One.

### Stage Two

If the complainant is not satisfied with the outcome of Stage One they may lodge an appeal in writing with the Leadership of Ellel Ministries, Gilbulla. UCA will be provided a copy of the appeal and will facilitate Stage Two.

The complainant's appeal will be determined by a Reviewer, not previously involved in the grievance procedure, who will be appointed by the Ellel Leadership. The Reviewer will be an independent and impartial senior staff member of Ellel Ministries.

The Reviewer will conduct all necessary consultations with the complainant and other relevant persons and make a determination of the appeal. The complainant will be advised in writing of the outcome of their appeal, including the reasons for the decision, within 10 working days of the submission of the appeal.

The complainant will be advised of their right to progress to Stage Three of the grievance procedure if they consider the matter unresolved.

### Stage Three

If the complainant is not satisfied with the outcome of Stage Two they may request that the matter be referred to an external dispute resolution process by an agency independent of UCA.

UCA are members of LEADR - Association of Dispute Resolvers (for Domestic and International students) who can be engaged to offer the complainant referral to a suitable mediator to facilitate resolution of the dispute. Complainants should be aware that there are costs associated with the use of this service. Current indicative costs are available upon request from UCA.

Contact details:

LEADR  
Level 1, 13-15 Bridge Street  
Sydney NSW 2000  
Ph: 1800 651 650  
[www.leadr.com.au](http://www.leadr.com.au)

Unity College Australia will give due consideration to any recommendations arising from the external mediator within ten working days.

## Harassment

Ellel Ministries is committed to the prevention of harassment of any kind and recognises the right of all students and staff to study and work in an environment which is free from harassment and which is not hostile.

Ellel Ministries is also committed to creating an environment where all staff and students are treated with dignity and respect and in an environment where diversity is valued.

### Definition

Harassment is any unwanted, unwelcome or uninvited behaviour of a verbal, non-verbal, physical or sexual nature, which makes a person feel humiliated, intimidated or offended.

Any behaviour fitting the above definition will not be tolerated by Ellel Ministries and may result in suspension or dismissal from the YDT program.

Please note that sexual harassment is prohibited by the Equal Opportunities Act 1995 and the Federal Sex Discrimination Act 1984.

### **Role and responsibility of Ellel Ministries**

Ellel Ministries undertakes to:

- Inform both the staff and student body of the policy and definition of harassment and the possible consequences of such proven behaviour
- Appoint both male and female mentors to whom complaints may be made
- Carefully investigate all alleged incidents of harassment taking into account the statements and opinions of all involved and of witnesses, if appropriate
- Deal with complaints in a sensitive, equitable, fair, timely and confidential manner which assures that respondents are accorded natural justice through the use of procedures which are impartial, open, and fair to all parties
- Counsel all parties involved with a view to deeper understanding of the issues leading to forgiveness and reconciliation if possible

- Ensure that complainants are protected from victimisation or reprisals
- Should a complaint be upheld consequences for the respondent will depend on the seriousness of the case. Consequences for staff could include: making an apology, undertaking counselling, and a change in job responsibility up to and including dismissal. Consequences for students could include: making an apology, a reprimand, suspension or dismissal
- Suspend or dismiss parties in the event of an action which is in breach of the criminal code or for whom no other resolution is appropriate.
- Keep all records in a secure environment

Note: Managers are accountable for the conduct of staff and students under their management. It is their responsibility to identify, prevent and redress potential problems in the YDT. Therefore, any manager, or staff member who observes inappropriate behaviour has a duty to raise it with the person so behaving and to take further action if the behaviour does not cease. This duty exists even in the absence of a complaint.



## 11. STUDENT INFORMATION

### EXPECTATIONS STATEMENT FOR STUDENTS

#### Introduction

Ellel Ministries places strong emphasis on providing a high quality Year of Discipleship and Training program that is both academically sound and geared to the development of Christian character. The following outlines Ellel Ministries' commitments to you and our expectations of all participating students.

#### What You Can Expect from Us

- An Organisation that is committed to its Christian mandate.
- Students will be treated with respect, as adult men and women who have established their purpose and goals for studying at Ellel Ministries.
- A high standard of vocational education and training by trainers who are academically and experientially qualified.
- Education and training that is duly accredited (in terms of Syllabus and Registered Training Organisation status) for the qualification for which students enrol.
- Students will receive clear information about policies and instructions affecting their studies.
- Ellel Ministries will respond to the training needs of students and will employ the principles of flexible delivery in ensuring such needs are met, within approved curricula.
- A high standard of personal care will be provided, including student/academic counselling (subject always to the principle that staff will not provide information beyond their level of professional expertise and competence).
- Trainers will be available for assistance with coursework.
- Trainers will provide feedback to students in terms of their progress (and any related issues).
- Ellel Ministries will provide access to suitable resources to enable students to complete their coursework (including text books, library resources).
- Ellel Ministries will ensure WHS standards are observed.
- Ellel Ministries will provide documentation required in connection with applications for Government benefits to which students believe they may be entitled.

- Ellel Ministries will ensure that client documents and personal information will remain confidential.
- At the completion of the YDT program Ellel Ministries will award the Cert IV/Diploma in the approved format and under the auspices of Unity College, Australia.

#### What We Expect from You

It is expected that students will:

- before enrolment, pray about their future and enrol only when they have taken time to find out about what the YDT involves and believe that undertaking the discipleship year with Ellel Ministries will further those aims;
- seek pastoral (or equivalent) endorsement prior to enrolment;
- take seriously the fact that they are attending Ellel Ministries for Christian ministry training;
- attend daily morning devotions with the full time team of Ellel Ministries and partake in the team communion service every Friday morning;
- seek to act and live according to biblical values while on the YDT and while representing Ellel Ministries elsewhere and otherwise abide by rules of conduct contained in this Handbook;
- read and commit to Ellel Ministries' Statement of Faith;
- become aware of the YDT expectations, principles, policies and processes as outlined in the orientation documents;
- act in an ethical way in one's involvement with Ellel Ministries that is consistent with Christian values;
- attend classes on time, come sufficiently prepared and participate in them as appropriate;
- pay all fees promptly;
- undertake agreed course work, including assignments, tutorial preparations, rehearsals, recitals, etc;
- hold in trust any property belonging to Ellel Ministries (e.g. books, instruments, equipment) lent to them and return such property when required or, at the latest, when they conclude their year;
- advise the YDT leadership of any issues that are likely to affect their studies;
- commit to Ellel Ministries WHS policy;

- advise the YDT leadership of any medical issues and medication required;
- provide all personal information relevant to studies, when asked to do so;
- dress in an appropriate manner, eg cleanliness, neatness, moderate forms of dress - speak to the YDT leadership if in doubt;
- participate in all YDT functions relating to their course of study, eg excursions, challenges, graduation ceremonies;
- find out about their possible entitlements to Government benefits, eg Youth Allowance, Austudy, Abstudy;
- be considerate of trainers and other staff as well as one another, striving for unity and mutual support and encouragement;
- work within agreed protocols for complaints, grievances and suggestions.

If you have any questions about this statement please talk to one of your YDT leaders.

## STUDENT LIFE

**Orientation:** Orientation will be held for all students prior to the commencement of the first semester of each year. Attendance at Orientation is compulsory. Orientation will cover familiarisation of the property and facilities, study and research techniques and other essential information.

**Accommodation:** The YDT course fees cover full board and lodging for the year.

**Christian Services:** Participation in daily team times and a weekly communion service is a prescribed part of the YDT program.

**Library and Facilities:** A small on site library is available to students who can also have access to other theological and public libraries in the locality. A computer with internet access is available for student use and Students are able to use their own computers and connect to the Ellel Ministries internet account. (Internet access is subject to monthly limits and is used at the computer manager's discretion).

**Conduct and Dress:** It is expected that students will conduct themselves according to bring honour to Christ and by their lifestyle express the whole ethos of Ellel Ministries. Students are asked to bear in mind modesty, cleanliness, neatness and moderate forms of dress appropriate to Christian dignity and respect.

**Photography, Audio and Video rights:** By attending the YDT students give Ellel Ministries the right to include any reproduction of a student undertaking

YDT activities for purposes such as promotion of the YDT program.

**Alcohol, smoking and drugs:** No student may consume alcohol or non-medicinal drugs whilst on the YDT (this includes whilst on holiday breaks during the course of the year).

**Tattoos and Body Piercings:** If you have a tattoo we would ask that it remain covered whenever possible. Equally we would ask that no abnormal body piercings are worn whilst on team.

**Relationships:** As part of the YDT year, you are required not to enter into a romantic relationship with a member of the opposite (or same) sex. This is a year set apart for you to seek the Lord for your growth and calling and it is felt that relationships can distract from this and can disrupt team dynamics.

### 2<sup>nd</sup> Year Diploma Students

For students who are in their second year, the above alcohol and relationships policies are no longer enforced. Instead, 2<sup>nd</sup> year students will come under 'team' policy in these regards.

*(Refer to the Ellel Team Manual for further information).*

### 3 month probation

The first 3 months of the YDT year will be a 'probationary period'. During this time, if it is felt, either by yourself or the YDT leadership team, that you are not settling well and responding to the training and discipleship offered, then it may be deemed appropriate for you to withdraw from the program. If this is the case, refund options can be discussed.

### Suspension and Dismissal

Ellel Ministries has the right to suspend (remove from classes and/or premises) or dismiss students without prior notice in any of the following situations:

- any matter of a criminal nature (eg assault)
- use of, being under the influence of or handling of illegal drugs on premises
- consumption or being under the influence of alcohol while on premises
- theft or misuse of Ellel Ministries equipment
- dishonesty
- use of obscene language
- harassment, verbal abuse or showing disrespect of a trainer, staff member or fellow student
- academic misconduct as defined above

In such situations the student will not be entitled to any refund of tuition and related payments for the current period of study.

In the case where the student wishes to appeal the decision they have seven days to make an appeal to the YDT leadership as per Stage 1 of the Formal Grievances policy listed in Section 10 of this handbook. They are not entitled to have any suspension in place revoked while appeals are being considered.

## **Student Prayer Ministry Opportunities**

A personal mentoring program ensures the needs of students are identified and responses developed. It aims to ensure reliability, trust, expert knowledge, responsiveness, individual service and empathy. Such support of individual students in turn enriches the Ellel community.

The well-being and personal development of students is as important to Ellel Ministries as is the quality of our courses. Members of the Ellel Team provide a support structure for students and are available to discuss their needs.

## **Information for Students with Special Needs or Who Experience Barriers to Education**

### **Introduction**

Ellel Ministries is committed to achieving best practice in the provision of vocational education and

training services for students who wish to use its services.

Teaching staff are required to be sensitive to the individual learning needs of each student.

### **Practical Assistance to Students**

The YDT leadership will provide practical help to new or existing students who experience barriers to education and training.

#### *Language, Literacy and Numeracy*

In particular the YDT leadership will assist students where their language, literacy and numeracy skills are below the level required to undertake training successfully. This will specifically help students with low levels of schooling and/or students with diverse cultural and linguistic backgrounds.

#### *Other matters*

Students with physical disabilities will be assisted on a case-by-case basis. Special arrangements can be made for some situations.

Students who experience hearing or visual impairments will, after consultation with the YDT leadership, be offered options to assist their learning experience, including enhanced positioning in the learning environment, tapes, lecture outlines and extra tuition (if needed).

### **What you need to do**

The YDT leadership are responsible for assisting students to break through the barriers mentioned above. Please make contact if you need assistance.

***God bless you as you devote yourself to learning and seek a greater understanding of your identity and destiny in Christ!***