



A Division of Universal Education and Training Ltd

RTO Provide Code: 30173

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Recognition of Prior Learning Guide:

# **10743NAT Diploma of Christian Ministry and Theology**

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# Recognition of Prior Learning (RPL) Guide Diploma of Christian Ministry and Theology (10743NAT)

<p><b>About this Course</b></p>	<p>The CMT Diploma of Christian Ministry and Theology consists of:</p> <ul style="list-style-type: none"> <li>• Six (6) Core Units</li> <li>• Four (4) Elective Units</li> </ul> <p>In order to be awarded the full qualification you will need to be assessed as competent in all of the above. Your competency can be assessed through evidence you provide for RPL or through the completion of assessment items (gap training).</p>
<p><b>What is RPL</b></p>	<p>Recognition of Prior Learning (RPL) is the formal acknowledgment of knowledge and skills obtained through activities such as:</p> <ul style="list-style-type: none"> <li>• <b>Formal courses and training programs</b> (e.g. at University or other institutions)</li> <li>• <b>Informal courses or training</b> (e.g. a non-accredited program completed in preparation for volunteer work)</li> <li>• <b>Private study</b> (e.g. done for enjoyment via internet)</li> <li>• <b>Employment</b> (e.g. skills and knowledge gained through employment)</li> <li>• <b>Volunteer work</b> (e.g. skills and knowledge gained through volunteer work)</li> <li>•</li> </ul> <p>The term “RPL” is the term used to include or be equivalent to “Credit”. You could say that RPL is “credit” given as a result of past studies, and past or current experience.</p>
<p><b>What sort of evidence do I need?</b></p>	<p><b>Some examples of evidence include:</b></p> <ul style="list-style-type: none"> <li>• <b>Documents from Past Studies</b> <ul style="list-style-type: none"> <li>○ copies of qualifications you have received and academic transcripts showing exact subjects or topics and results</li> <li>○ actual work you completed for past studies (e.g. essays or assignments)</li> </ul> </li> <li>• <b>Workplace Documents</b> produced by you (in paid or voluntary capacity) <ul style="list-style-type: none"> <li>○ training session plans and work programs</li> <li>○ learning materials</li> <li>○ assessment tools</li> </ul> </li> <li>• <b>Audio/Video Recordings</b> <ul style="list-style-type: none"> <li>○ e.g. of you teaching or assessing</li> </ul> </li> <li>• <b>Third Party Reports</b> <ul style="list-style-type: none"> <li>○ references from your employers</li> <li>○ supervisors’ reports</li> <li>○ student testimonials</li> <li>○ peer/colleague testimonials</li> </ul> </li> <li>• <b>Any Other Evidence</b> <ul style="list-style-type: none"> <li>○ e.g. Documents from workshops, seminars and conferences</li> </ul> </li> </ul> <p><b>This guide will give you suggestions of what can be submitted for each Unit.</b> But in general terms, RPL can only be given to a person where they have <b>evidence</b> that is:</p> <ul style="list-style-type: none"> <li>• <b>Valid</b> – the evidence represents and matches the unit’s requirements</li> <li>• <b>Sufficient</b> – the evidence is enough to show that you are competent in all of the requirements of the unit</li> <li>• <b>Authentic</b> – it can be verified that the evidence you have submitted is genuinely your own work, qualifications, experience, etc.</li> <li>• <b>Current</b> – the evidence shows your current ability and how it meets current industry standards</li> </ul>

<p><b>How much RPL can I apply for?</b></p>	<ul style="list-style-type: none"> <li>You can claim RPL for as many Units as you can provide evidence for. If you submit appropriate evidence for all of the Units, and an assessor deems that the evidence meets the requirements, then RPL can be granted for the full Diploma of CM &amp; T.</li> <li>If you are not able to receive full RPL because a limited number of areas are not addressed, you will be advised of what ‘gap’ training and assessment is needed in order for you to receive the full Diploma of CM &amp; T.</li> <li>If you are granted RPL for just a few Units, then you will be advised to complete the Course without the need to do the Units for which RPL applies.</li> </ul>
<p><b>How long does the RPL process take?</b></p>	<p>Generally, this will depend on how long it takes for you to gather and provide the evidence, and how easy it is for the assessor to confirm that the evidence meets the requirements. The more thoroughly you complete the relevant sections of this RPL Guide, and the more clearly you link the evidence to the relevant Units, the quicker the process.</p>
<p><b>How much does RPL cost?</b></p>	<p>There will be no charge for RPL for students enrolling in a CMT FreeBibleCollege Program and wanting RPL for the Christian Ministry Subjects. Often, usually, RPL would cost hundreds of dollars up to or even well over \$1,000. CMT would invite RPL applicants to considering giving to our cause of reaching, teaching, training and equipping through Christian Education and Training. Please consider donating through our website.</p> <p>RPL for the Elective Units of the full Diploma will require payment unless you have completed appropriate accredited Units of training in the past and have the related documentation. Appropriate accredited Units may be in any field of training that could be useful in a Christian Ministry context such as Business, Communication, IT, Nursing and many more. Please check with us to confirm if any accredited Units of training that you have completed in the past might be appropriate.</p> <p>If you need to complete Elective Units or if you want RPL for Elective units the cost will depend on the particular Units that you need to complete, or for which you want RPL and how many there are. A firm indication of the cost will be provided on request.</p>
<p><b>To obtain RPL you must first Enrol in the Course</b></p>	<p>You can enrol on-line through our website. When you enrol you will need to pay the required fee (if there is any fee). After you enrol you will be sent a formal Confirmation of Enrolment email and introduced to your RPL trainer and assessor. You will then be able to communicate with them directly about your submission.</p>
<p><b>What is the process for obtaining RPL</b></p>	<ol style="list-style-type: none"> <li>Use this Guide, filling it in and having the forms in this guide completed where necessary.</li> <li>Send the completed Guide &amp; forms with all other relevant, associated documents to CMT.</li> <li>A CMT representative will do an initial assessment of your submission.</li> <li>You will be given feedback about your submission.</li> <li>You may be asked to provide more documentation or information.</li> <li>You may be invited to participate in a “competency conversation” in which you may be asked to provide information that is specific to the Units of the Course. This may help confirm that you do have the knowledge and skills necessary for RPL to be granted.</li> <li>If you were seeking full RPL for the whole Course, or in a number of Units, you may be asked to complete some tasks from the Course materials you have received in order to fill the “gaps” identified in the assessment process for</li> </ol>

	<p>completion of the full Course or the Units for which you were seeking RPL.</p> <p>8. Once you have been assessed as competent in all of the units, you will be sent your Australian Government accredited Diploma of Christian Ministry and Theology!</p>
<p><b>What are you provided with in this guide?</b></p>	<p><b>The following Forms are provided in this Guide:</b></p> <ul style="list-style-type: none"> <li>• RPL UNIT EVIDENCE FORM</li> <li>• RPL SELF ASSESSMENT FORM</li> </ul> <p>These forms are designed to give you a structure for providing the required information. If you feel overwhelmed about what is required, you can ask for assistance from your RPL Assessor or other CMT staff. RPL is meant to make it easier for you to gain a qualification, not more difficult or stressful. Please let us help you.</p>

## RPL UNIT EVIDENCE FORM Diploma of Christian Ministry and Theology (10434NAT)

### STUDENT DECLARATION

Candidate Name:	
Address:	
Contact Number:	
Email Address:	
Assessment Task:	
Declaration:	<p>I declare that:</p> <ul style="list-style-type: none"><li>• I have understood the requirements of the RPL Guide, and felt ready to undertake the assessment prior to completing them</li><li>• I have read and understood my rights as a Student as set out in the Student Handbook</li><li>• All information in this document and attached is true and correct and is all my own work</li><li>• No part of this assignment has been completed for me by another person, or been plagiarised in any form</li></ul>
Signature:	
Date:	

PLEASE INDICATE THE UNITS FOR WHICH YOU SEEK RPL. THEN, PLEASE CONTINUE BELOW.	Applying for RPL?
<b>Core Units</b>	
CMTMIN501 Facilitate personal or social change through the application of theological ideas (Applying what the Bible says to how we live as Christians)	
CMTMIN502 Present theological beliefs and their implications (Being able to communicate our understanding of the Bible to others)	
CMTTHE504 Analyse and apply new theological insights (Gaining an understanding of what the Bible says)	
CMTTHE501 Analyse and interpret Christian Scripture and Theology (Discussing the Bible)	
CMTTHE503 Research and analyse information within a theological theme or issue (Explaining the Bible)	
CMTTHE503 Research and analyse information within a theological theme or issue (Exploring topics addressed in the Bible)	
<p><b>Elective Units</b> (Four Elective Units are required for completion of the course).</p> <p>The following units are available, however the elective units pertaining to this course may change as additional units become available. For a full list of available electives please visit the CMT website:</p> <p><a href="http://www.christianministry.com.au/free-bible-college.html">http://www.christianministry.com.au/free-bible-college.html</a></p>	
CHCMH411A Work with people with mental health issues	
CHCGROUP403D Plan and conduct group activities	
CHCCS400C Work within a relevant legal and ethical framework	
HLTHIR403C Work effectively with culturally diverse clients and co-workers	

**List of supplementary supporting documents (Add rows as needed)**

Christian Ministry Roles	Details	File Name – Supporting Documents
Resume		
Other qualifications		
Other supporting documents add as needed		

**ON THE FOLLOWING PAGES, PLEASE INDICATE WHAT EVIDENCE YOU CAN PROVIDE FOR EACH UNIT FOR WHICH YOU SEEK RPL.**

Unit Code & Name	Unit Description	Evidence of the following to be collected:	Yes or No
<b>CMTMIN501 Facilitate personal or social change through the application of theological ideas</b>	The unit covers the development of relationships between theological ideas and views and the realities of Christian living.	<b>Knowledge of:</b>  Church practice and its theological basis	
		Contexts and themes within theological material	
		Theological interpretative methods	
		Contemporary ethics and social issues	
		<b>Ability to:</b>  Systematically collected, prepared and presented information for a specific use in a ministry setting (e.g. sermon/lesson preparation and delivery)	
		Applied analytical skills to identify and evaluate the implications of beliefs and ethics for practice	
		Selected and used communication skills to provide feedback to facilitate personal growth and social change on two occasions	
		Used at least five resources for theological research	

**Complete this next section by:**

- a) Answering the questions listed below
- b) Attaching supporting evidence of how you have done this in the past.



1. What are the methods that you have used to develop your theological understanding?
2. What are the resources that you have used?
3. Where and to who have you communicated your theological knowledge?
4. What are the links that you have found between your belief and your practice?
5. How regularly have you had to present this theological knowledge?

Your Assessor is looking for evidence to demonstrate competence in the following areas:

- Interpret theology within cultural settings on the basis of specific sources
- Identify examples of church practice in relation to their interpretation of theology
- Evaluate the relationship between theological beliefs and ethical issues
- Evaluate interpretations of the Christian message from an ethical viewpoint
- Identify implications of those interpretations and apply them to contemporary life or Christian ministry
- Investigate contributions of other disciplines to the development of theologically based ethics
- Identify challenges of other disciplines to the application of theologically based ethics
- Analyse and evaluate relationships between theology and ethical issues
- Apply theological analysis to contemporary ethical issues
- Present the implications of theological analysis of a specific ethical issue for personal growth or social change

Your Answer:

Supporting Documentation

File Name	How does this show your ability to address the above questions?

<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory	<b>Assessor Feedback:</b>

Unit Code & Name	Unit Description	Evidence of the following to be collected:	Yes or No
<b>CMTMIN502 Present theological beliefs and their implications</b>	This unit covers the ability to communicate effectively using theological language and concepts.	<b>Knowledge of:</b>  Knowledge and understanding of theological beliefs and application to Christian teaching and practice.	
		Knowledge of theological beliefs and language of a range of groups denominations.	
		Communication styles and their application in specific environments	
		<b>Ability to:</b>  Collect, prepare and present information for use in a ministry setting (e.g. sermon/lesson preparation and delivery) using two different methods.	
		Select and apply communication skills to illustrate Christian teachings on a range of two issues or topic.	
		Communicated theological beliefs in ways appropriate to two different audiences.	
<p><b>Complete this next section by:</b></p> <p>a) Answering the questions listed below</p> <p>b) Attaching supporting evidence of how you have done this in the past.</p>			
<ol style="list-style-type: none"> <li>1. Describe how you have developed your understanding of theology and its application to Christian teaching and practice?</li> <li>2. Describe briefly 5 characteristics each of two Christian denominations?</li> <li>3. List the titles of at least 4 sermons that you have delivered?</li> <li>4. Describe different groups that you have presented Christian teaching to?</li> </ol>			
Your Assessor is looking for evidence to demonstrate competence in the following areas:			

- Express theological views using appropriate theological language
- Interpret and explain relationships between contrasting viewpoints on theological issues
- Express and illustrate Christian teaching to a specific audience
- Explain Christian teaching within a range of situations using language appropriate to the audience
- Present theological information in a way appropriate to the context
- Communicate theological information to a range of persons in a respectful and non-judgemental manner
- Identify and communicate the implications of Christian beliefs for personal or communal life
- Encourage others to explore theological beliefs and their application to personal or communal life

Your Answer:

Supporting Documentation

File Name	How does this show your ability to address the above questions?
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory	<b>Assessor Feedback:</b>

Unit Code & Name	Unit Description	Evidence of the following to be collected:	Yes or No
<b>CMTTHE504 Analyse and apply new theological insights</b>	This unit applies to individuals providing leadership in a Christian community who need to facilitate change by explaining relationships between theological ideas, other disciplines and contemporary life within an ethical framework.	<b>Knowledge of:</b>  Systematically collected and prepared information for presentation and discussion.	
		Applied analytical skills to explore, interpret and discuss two theological insights	
		Applied self-reflection techniques and practices	
		Used a minimum of five resources for theological research.	
		<b>Ability to:</b>  Collect and prepare information for presentation and discussion.	
		Apply analytical skills to explore, interpret and discuss theological themes.	
		Apply self-reflection techniques and practices	
		Apply techniques required to analyse and present differing views.	
		systematically use resources for theological research.	
<b>Complete this next section by:</b> a) Answering the questions listed below b) Attaching supporting evidence of how you have done this in the past.			
1. Discuss two key Christian theological concepts? 2. Describe your approach to your Christian faith?			

3. List at least 5 sermons or communion talks or similar such presentations you have delivered?
4. Describe the ways in which you would handle someone with a different theological perspective? (An example may be the issue of same sex marriage)

Your Assessor is looking for evidence to demonstrate competence in the following areas:

- Explore and discuss theological themes, questions or issues making reference to a range of materials and sources
- Respond to a theological theme, question or issue recognising areas for knowledge development
- Research specific theological themes, questions or issues in order to identify key points
- Identify key questions relevant to a specific theological theme, question or issue
- Clearly describe and compare one's own and a differing belief regarding a specific theological theme, question or issue
- Interpret and define theological insights generated in this process
- Identify the relevance of theological insights within a variety of contexts
- Apply the theological insights to a specific context

Your Answer:

**Supporting Documentation**

File Name	How does this show your ability to address the above questions?
<input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Not Yet Satisfactory</b>	<b>Assessor Feedback:</b>

Unit Code & Name	Unit Description	Evidence of the following to be collected:	Yes or No
<b>CMTTHE501 Analyse and interpret Christian Scripture and Theology</b>	This unit applies to individuals providing leadership in a Christian community who need to analyse and interpret a range of religious practices or beliefs in a Christian ministry context.	<b>Knowledge of:</b> A depth of knowledge and understanding of theological beliefs and relevant contexts.	
		Understanding of differences in theological opinion of a range of groups holding other views.	
		A depth of knowledge of theological terms.	
		<b>Ability to:</b> Apply analytical skills to interpret, compare and evaluate theological beliefs and approaches.	
		Systematically collect and prepare information for discussion and analysis.	
		Used a minimum of five resources for theological research	
		Compared the approaches, scriptures or doctrines of at least two groups	
<b>Complete this next section by:</b> a) Answering the questions listed below b) Attaching supporting evidence of how you have done this in the past.			
1. Name at least five important biblical doctrines? 2. Discuss their importance today? 3. Compare a range of views on at least two of the biblical doctrines you have mentioned? 4. Describe a group that takes a very different theological perspective from you own – Discuss how you would connect with people from this group.			
Your Assessor is looking for evidence to demonstrate competence in the following areas: <ul style="list-style-type: none"> <li>• Analyse major theological beliefs</li> <li>• Explore and describe theological beliefs using accepted methods of learning</li> </ul>			

- Evaluate theological beliefs in light of contemporary views referencing a range of sources
- Describe differences in interpretation of theological beliefs
- Use different approaches to interpreting material
- Compare theological material in significant detail
- Identify beliefs particular to groups holding other views, and explain these in a non-judgemental way
- Display tolerance and understanding of positions different from one's own
- Explain one's own position relative to that of others

Your Answer:

Supporting Documentation

File Name	How does this show your ability to address the above questions?
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory	<b>Assessor Feedback:</b>



Unit Code & Name	Unit Description	Evidence of the following to be collected:	Yes or No
<b>CMTTHE502 Utilise the analysis of theological data</b>	This unit applies to individuals providing leadership in a Christian community who need to critically reflect on, and make practical and effective use of, theological information in the context of their work within the community.	<b>Knowledge of:</b>	
		A depth of knowledge and understanding of theological beliefs and relevant contexts.	
		A depth of knowledge of Scriptural texts (Old and New Testaments).	
		A depth of knowledge of aids to Scriptural research.	
		Awareness of theological interpretative methods	
		Awareness of literary and cultural settings Christian Scriptures	
		<b>Ability to:</b>	
		Analyse, interpret and understand theological information in its original context.	
		Collect and prepare information for presentation and discussion.	
Reflect critically on at least two theological sources,			
Used a minimum of five resources for theological research.			
<b>Complete this next section by:</b> a) Answering the questions listed below b) Attaching supporting evidence of how you have done this in the past.			
1.			

Your Assessor is looking for evidence to demonstrate competence in the following areas:

- Analyse theological data from a specific perspective
- Explore the meaning of theological data in a range of contexts
- Identify and compare ways of interpreting theology
- Apply a range of approaches to interpreting theology appropriate to a specific ministry setting
- Interpret theological information within its literary context
- Identify the genre of theological material and evaluate its relevance for the interpretation of the material
- Identify and discuss the historical or cultural setting of theological material
- Identify and discuss a relevant contemporary context impacting the interpretation of theological material
- Demonstrate an understanding of key theological ideas
- Discuss ideas arising from theological materials
- Analyse and critique ideas arising from theological material

Your Answer:

Supporting Documentation

File Name	How does this show your ability to address the above questions?
<input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Not Yet Satisfactory</b>	<b>Assessor Feedback:</b>



Unit Code & Name	Unit Description	Evidence of the following to be collected:	Yes or No
<b>CMTTHE503 Research and analyse information within a theological theme or issue</b>	This unit applies to individuals providing leadership in a Christian community who need to develop an integrated and consistent understanding of patterns in theological material relating to specific themes and issues.	<b>Knowledge of:</b>  Knowledge and understanding of contexts and themes within theological material.	
		A depth of knowledge and understanding of aids to Scriptural research.	
		A depth of knowledge and understanding of theological interpretative methods.	
		<b>Ability to:</b>  Systematically collected and prepared information for presentation and discussion.	
		Applied analytical skills to recognise patterns and contradictions in two pieces of theological material, and their impact on theological beliefs.	
		Used a minimum of five resources for theological research.	
		Read sources critically and synthesised information coherently.	

**Complete this next section by:**

- a) Answering the questions listed below
- b) Attaching supporting evidence of how you have done this in the past.

1. Describe a particular issue or theme that you have had to investigate in depth?
2. How did you communicate this topic that you investigated?
3. What sources did you use to gather information to inform your perspective?
4. What were the significant points that were difficult to present?

5. What are some different understandings that you can describe the impact of?

Your Assessor is looking for evidence to demonstrate competence in the following areas:

- Locate material related to a specific theme or issue from Christian sources
- Critically assess material related to a specific theme or issue
- Use material related to particular themes or issues appropriately
- Identify patterns in theological material
- Explain patterns within theological material relating to a specific theme or issue
- Investigate agreement and contradictions within sources using common methods
- Identify the implications of contradictions
- Identify and explain the impact of theological issues
- Identify and analyse the impact of differing theological views regarding theological issues

Your Answer:

Supporting Documentation

File Name	How does this show your ability to address the above questions?
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory	<b>Assessor Feedback:</b>

