







# Christian Ministry and Training

## Recognition of Prior Learning (RPL) Guide

### To complete this guide

-  ▶ **Read the information** provided in this guide as well as the unit descriptions and examples of evidence information for each unit.
-  ▶ **Complete the Student sections (green sections)** of the Unit RPL Assessment Records, for each unit that you are applying for RPL for. Remember to save your document regularly!
-  ▶ **Gather your evidence** and when you are ready to submit, email your completed RPL Guide and associated evidence to your Trainer. Note: some people choose to use cloud storage solutions (e.g. Google Drive or Dropbox) to do this.
-  ▶ **Your Trainer will review your completed guide and assess the evidence** you have provided. They will complete the Assessor sections (blue sections) of this guide and you will be advised of the assessment outcome.

|                            |  |
|----------------------------|--|
| <b>RPL Applicant Name:</b> |  |
| <b>Email Address:</b>      |  |
| <b>Phone Number:</b>       |  |

# RPL Assessment Method and Description

The Course and assessment is competency based. This means that you will be graded as 'satisfactory' or 'not yet satisfactory' in individual tasks or unit requirements and 'competent' or 'not yet competent' for a unit as a whole. You need to be assessed as 'satisfactory' in all of the aspects of a unit in order to be deemed 'competent' for the unit. If you are graded 'not yet satisfactory' or 'not yet competent' you will be given another opportunity to supply additional evidence or for reassessment and will be provided with specific feedback on areas needing improvement. All students have the right to appeal any assessment decision. See the [Student Handbook](#) for more information on appeals.

All RPL evidence and any required assessment tasks (if needed to address gaps in competency) will be retained by CMT / UNET. If you wish to keep a copy of the RPL Guide or gap assessment tasks then make sure to keep a copy for your records.

You must provide clear, concise and reasonable evidence / submissions for all of the requirements (including RPL documents) within a unit. The purpose of the assessment is to see that you:

- can understand and apply knowledge and skills you have learnt
- can demonstrate and communicate understanding, knowledge and skills of unit the content

## Course Overview

The 11237NAT Certificate IV in Christian Ministry and Theology we offer consists of a **total of nine (9) units**. This includes **seven (7) mandatory units**:

- NAT11237001 Apply knowledge of the Bible
- NAT11237002 Interpret biblical texts
- NAT11237003 Develop and apply knowledge of key Christian beliefs
- NAT11237004 Discuss a topic from a Christian perspective
- NAT11236002 Research Christian Scripture and Theology
- NAT11237008 Use Christian spiritual practices to support own personal development
- NAT11237005 Apply Christian ethics to contemporary issues

+ **PLUS two (2) elective units** from the following:

- NAT11237011 Prepare and preach a sermon
- NAT11237006 Explain Christian beliefs to a non-Christian audience
- NAT11238007 Explain & discuss the person & work of the Holy Spirit
- NAT11237012 Develop own leadership skills
- NAT11238013 Plan to initiate a new church
- NAT11238014 Lead a process of Christian discipleship
- NAT11238002 Compare and explain Christian Beliefs
- NAT11238010 Develop and implement ministry programs

In order to be awarded the full qualification you will need to be assessed as competent in all of the above unit requirements. Your competency can be assessed through evidence you provide for RPL or through the completion of assessment items (gap training). In some cases your Trainer may be able to offer alternate units providing that the units fall within the prescribed course rules.

# Frequently Asked Questions (FAQs)

## WHAT IS RPL?

RPL (Recognition of Prior Learning) is the term used to include or be equivalent to: "credit". RPL is the formal acknowledgment of knowledge and skills obtained through activities such as:

- Formal courses and training programs (e.g. at University or TAFE)
- Informal courses or training (e.g. a non-accredited program completed in preparation for or during ministry involvement)
- Private study (e.g. done for enjoyment via internet)
- Employment (e.g. skills and knowledge gained through employment)
- Ministry involvement (e.g. skills and knowledge gained through ministry involvement at your church)

Students competency in all or part of the course or units can be assessed through:

- Completion of the assessment in the normal manner (as a student)
- Evidence that you can provide for Recognition of Prior Learning (RPL)
- A combination of both of the above

In order to get RPL for the CMT Units you generally need to be someone who prepares and delivers Bible based messages to groups of people on a regular basis. Also, generally, you need to have complete copies of these messages in **written format AND Audio or video format.**

These messages that you have produced and delivered must prove that you have done the following:

- Given Bible based teaching on a range of topics
- In your teaching you must have explained to the listeners how your ideas compare with other points of view (or opinions) on the same topics eg you may have been teaching on the subject of "giving" and discussed what others believe about it (which you would disagree with and given a reason for that disagreement)
- Applied the teaching of the Bible to Church life
- Applied Bible based teaching to real life issues including ethical and moral issues
- Used and referred to at least four (4) Bible study aides such as (but not limited to):
  - Expository bible dictionaries
  - Bible commentaries
  - Bible encyclopedia
  - Greek and Hebrew lexicons
  - Topical Bibles
  - Internet resources
  - Christian books and other publication

Generally, it would be expected that you could provide the following:

- written outlines for at least a dozen (12) different messages that you have delivered within the previous three (3) years
- complete audio or video recordings of at least 3 of these messages

In these messages would need to have addressed all the requirements outlined above.

When your RPL assessor looks at your message outlines and listens to the recordings they will need to see that you have done everything in your messages that the course units require a student to do if they are completing the Course from scratch.

### HOW MUCH RPL CAN I APPLY FOR?

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 does show you are competent, then RPL can be granted for the full qualification.

If you are not able to receive full RPL, you will be advised of what 'gap' training and assessment is needed in order for you to receive the full qualification.

### HOW LONG DOES THE RPL PROCESS TAKE?

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 is valid, sufficient, authentic and current. It will also depend on how much (if any) gap training is required.

### WHAT SORT OF EVIDENCE DO I NEED?

Evidence that might help to show how you meet the requirements of the Christian Ministry Units include:

- **Written notes / presentations** from messages you have delivered
- **Video or audio recordings** of messages you have delivered
- **Written material that you have produced** through previous formal training (e.g. at University or other institutions such as Bible Colleges)
- **Work that you have done during informal courses or training** (e.g. non-accredited studies completed for volunteer work in churches)
- Evidence of private Bible studies that you have done in your own time (e.g. at home to learn more about the Bible)
- **References from people** who have heard you deliver messages
- **References from supervisors** who have received reports of the quality and impact of the delivery of your messages

These documents would need to provide evidence of you meeting specific course and unit requirements as outlined in the RPL Guide. Please refer to the Unit Evidence Records for suggested evidence for different units of competency. Please note: the column on the far right is for assessor use only.

**Important Note:** We are obligated to take steps to verify any documents, certificates or evidence submitted for Recognition of Prior Learning (RPL). This may include contacting third parties to verify authenticity of any documents provided.

RPL can only be given to a person where they have evidence that is:

- Valid - the evidence represents and matches the unit's requirements
- Sufficient - the evidence is enough to show that you are competent in all of the requirements of the unit
- Authentic - it can be verified that the evidence you have submitted is genuinely your own work, qualifications, experience, etc.

- Current - the evidence shows your current ability and how it meets current industry standards

### HOW DO I APPLY FOR RPL?

1. Enrol in the Course.
2. Read and complete the RPL Guide (this document).
3. Gather any applicable documents and evidence of your prior learning.
4. Send it to your Trainer for assessing.

### WHAT HAPPENS AFTER I SEND IN MY INITIAL RPL APPLICATION?

1. An assessor will do an initial assessment of your evidence and if needed will contact you to discuss your submission. *Please note that the process of assessing your evidence provided, verifying its authenticity, speaking to supervisors or referee's, etc. can take a number of weeks.*
2. Your assessor will keep you informed throughout the process and will let you know of the level of RPL you are likely to receive, what gap training is required (if any). They will then check if you are happy to proceed with the course.
3. If you are happy to proceed you will need to either pay your course fees upfront or agree to a payment plan.
4. You will then be given access to online resources and will be formally assessed. At this stage, you may be required to supply additional documentation or complete gap training.
5. Once you have been assessed as competent in all of the units, you will be sent your nationally accredited Certificate and Competency Transcripts.

# RPL SELF ASSESSMENT FORM

11237NAT – Certificate IV in Christian Ministry and Theology

| Student Name:   |                                  |           |       |
|---|----------------------------------|-----------|-------|
|   | I have performed these tasks (✓) |           |       |
| Task  | Often                            | Sometimes | Never |
| Locate Biblical information using referencing conventions   |                                  |           |       |
| Select and use resources to research information about the Bible  |                                  |           |       |
| Discuss and explain key events, themes and ideas from the Old Testament                                     |                                  |           |       |
| Discuss and explain key events, themes and ideas from the New Testament                                     |                                  |           |       |
| Explain Christian living to people  |                                  |           |       |
| Use research and resources to interpret the Bible   |                                  |           |       |
| Consider the effect historical events, social contexts and literary features has on Biblical interpretation |                                  |           |       |
| Apply the Bible to modern life  |                                  |           |       |
| Explain the meaning and significance of Christian beliefs   |                                  |           |       |
| Distinguish Christian beliefs from other belief systems   |                                  |           |       |
| Prepare a message for a specific group of people  |                                  |           |       |
| Identify key topics or talking points for a message   |                                  |           |       |
| Research and gather information and resources on a Christian topic  |                                  |           |       |
| Evaluate the credibility, reliability and suitability of resources  |                                  |           |       |
| Consider different perspectives on a Christian topic or scripture   |                                  |           |       |
| Discuss Christian topics with an audience   |                                  |           |       |
| Summarise and present information from a variety of sources   |                                  |           |       |
| Respond to questions about Christianity   |                                  |           |       |
| Reflect on your own message delivery and work on improvement of presentation skills                         |                                  |           |       |
| Acknowledge copyright   |                                  |           |       |
| Respect information protection and intellectual property  |                                  |           |       |

| Task  | I have performed these tasks (✓) |           |       |
|---|----------------------------------|-----------|-------|
|   | Often                            | Sometimes | Never |
| Explain Christian practices in relation to Christian beliefs (e.g. prayer, baptism, offerings, communion, etc)            |                                  |           |       |
| Refer to the history and purpose of Christian practices   |                                  |           |       |
| Use Christian practices to support your spiritual growth  |                                  |           |       |
| Be mentored by Christian leaders or Senior Pastors  |                                  |           |       |
| Apply leadership skills in a Christian environment  |                                  |           |       |
| Actively reflect on your own leadership style and effectiveness   |                                  |           |       |
| Developed your leadership skills through self-learning or formal training   |                                  |           |       |
| Discussed Christian beliefs with non-Christians   |                                  |           |       |
| Considered the demographics of a group of non-Christian people and used this for the purpose of engagement                |                                  |           |       |
| Respectfully contrasted Christian and non-Christian beliefs   |                                  |           |       |
| Considered the effectiveness of engagement non-Christians   |                                  |           |       |
| Used methods for further communication and discussion with non-Christians   |                                  |           |       |
| Used various sermon structures  |                                  |           |       |
| Written sermons with a key message  |                                  |           |       |
| Used materials to present a message and engage audience members   |                                  |           |       |
| Written sermons for a specific type of audience   |                                  |           |       |
| Encouraged audience members to act or respond to your message   |                                  |           |       |
| Adapted your message to address any barriers to communication (e.g. hearing difficulties, visual aids, technology access) |                                  |           |       |
| Consciously adapted your voice projection and body language   |                                  |           |       |
| Received feedback from audience members or mentors about your sermon  |                                  |           |       |
| Made adjustments to improve your preaching skills   |                                  |           |       |

## Summary of qualifications, certificates and experience:

How many years of Christian Ministry experience do you have?

What type of experience do you have? (E.g. Church leadership roles, Christian studies, etc).

What theology related qualifications or certificates do you already hold (if any)?

Any additional information that is relevant to your RPL application:

### SUBMISSION DECLARATION

By typing your name below and emailing your completed RPL Self-assessment Form to your Trainer, you agree that you have responded honestly and accurately to the best of your ability.

|                                  |  |
|----------------------------------|--|
| <b>Student Name / Signature:</b> |  |
| <b>Date:</b>                     |  |



# Unit RPL Evidence Record

## NAT11237001 Apply knowledge of the Bible

how to use and understand the Bible in today's world. It requires an understanding of significant events, themes and persons described in both the Old Testament and New Testament the Bible.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to application of Biblical knowledge
- Sermons that you have produced
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Located and referenced Biblical information  |  |  |  |
| Selected and used at least three (3) resources to research information about the Bible |  |  |  |
| Discussed key events and persons from the Old Testament                                |  |  |  |
| Explained key themes and ideas of the Old Testament                                    |  |  |  |
| Applied Old Testament ideas and themes to modern life                                  |  |  |  |
| Discussed key events of the New Testament  |  |  |  |
| Explained New Testament topics to a group of people                                    |  |  |  |
| Related New Testament events, themes and ideas to the Old Testament                    |  |  |  |
| Applied New Testament ideas and themes to modern life                                  |  |  |  |
| Used Biblical terms and language suitable to your audience and message context         |  |  |  |
| Communicated knowledge of the Bible on two occasions                                   |  |  |  |

|  |  |
|--|--|
| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

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# Unit RPL Evidence Record

## NAT11237002 Interpret biblical texts

This unit addresses how to interpret the Bible. It involves the ability to use resources to understand biblical texts in their proper context.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to application of Biblical interpretation
- Sermons that you have produced which provide interpretation of the Bible
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Considered your audience to work out the purpose and context for interpretation of the Bible |  |  |  |
| Decided on key issues to be explored in the interpretation of the Bible                      |  |  |  |
| Sourced credible resources for biblical interpretation at least twice                        |  |  |  |
| Interpreted an Old Testament Bible verse   |  |  |  |
| Interpreted a New Testament Bible verse  |  |  |  |
| Used research to interpret a Bible verse   |  |  |  |
| Considered the historical and social contexts of a Bible verse                               |  |  |  |
| Considered the literary features and context of a Bible verse                                |  |  |  |
| Reflected on the impact that your own circumstances has on the interpretation of the Bible   |  |  |  |
| Explained key themes and messages of the Bible and its relevance to a group of people        |  |  |  |
| Explained a Biblical interpretation to a group of people                                     |  |  |  |

|   |  |  |  |
|---|--|--|--|
| Provided examples and references to support your interpretation of the Bible          |  |  |  |
| Discussed your interpretations of the Bible in a clear, logical and respectful manner |  |  |  |
| Used Biblical terms, language, and resources suitable to your audience                |  |  |  |

|  |  |
|--|--|
| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

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# Unit RPL Evidence Record

## NAT11237003 Develop and apply knowledge of core Christian beliefs

This unit addresses how to apply understanding of fundamental Christian beliefs to life and Christian practices. It covers important Christian teachings such as the belief that Jesus is God (incarnation), the significance of Christ's death and resurrection, the central role of these events in the Christian message (the 'gospel' or 'good news'), and the worship of God as Trinity.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to core Christian beliefs
- Sermons that you have produced which provide explanation of Christian beliefs
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>  |  |  |  |
|---|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>   | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Differentiated Christian beliefs from other beliefs   |  |  |  |
| Identified and examined the sources of core Christian beliefs   |  |  |  |
| Explained the meaning and significance of core Christian beliefs  |  |  |  |
| Related core Christian beliefs to modern life   |  |  |  |
| Related core Christian beliefs to Church practices  |  |  |  |
| Adjusted your own personal practices or role within a Church to be in line with core Christian beliefs        |  |  |  |
| Used Biblical terms, language, and resources suitable to your audience and relevant to core Christian beliefs |  |  |  |

| <b>Assessor Name:</b>  |  |
|--|--|
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency – Is the evidence provided from the present or the recent past?</b>  |  |

|   |  |
|---|--|
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc? |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)  |  |
| <b>Assessor Signature*:</b>   |  |
| <b>Date of Assessment:</b>  |  |

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# Unit RPL Evidence Record

## NAT11236002 Research Christian Scripture and Theology

This unit addresses how to find and assess theological information for use in Christian environments. It covers skills like checking if sources are appropriate for the task and context, and evaluating the information found in those sources.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to research of Christian scripture and theology
- Research you have conducted in relation to Christian scripture or theology
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>  |  |  |  |
|---|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>   | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Considered your research requirements or objectives   |  |  |  |
| Located at least three (3) suitable information sources or resources for research on at least two different occasions |  |  |  |
| Used search engines and indices to locate relevant materials  |  |  |  |
| Evaluated materials to determine their suitability  |  |  |  |
| Accessed enough information to satisfy your research requirements for a particular task (e.g. prepare a message)      |  |  |  |
| Ascertained the theological views of information sources and resources  |  |  |  |
| Recorded theological views and ideas  |  |  |  |
| Summarised key points from a variety of sources   |  |  |  |
| Used and presented information found on at least two different occasions  |  |  |  |
| Respected copyright and protection of information   |  |  |  |

|  |  |
|--|--|
| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

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# Unit RPL Evidence Record

## NAT11237004 Discuss a topic from a Christian perspective

This unit addresses how to investigate modern issues and subjects within Christianity. It involves researching these topics, applying Christian beliefs to them, and communicating the findings to others.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to discussing Christian topics
- Sermons that you have produced which discussed topics from a Christian perspective
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Considered the purpose and target audience for discussion of a Christian topic                                 |  |  |  |
| Considered the aspects that need to be discussed in relation to the topic and Christianity                     |  |  |  |
| Located at least three (3) resources to explore the topic and gather information on at least two (2) occasions |  |  |  |
| Related a topic to Christian beliefs and practices at least twice  |  |  |  |
| Respectfully considered different perspectives on a Christian topic at least twice                             |  |  |  |
| Presented information about Christian faith and practices in relation to a topic on at least two occasions     |  |  |  |
| Respected copyright and protection of information when presenting  |  |  |  |
| Responded to questions using language and information suitable to your audience and delivery format            |  |  |  |
| Sought feedback on your presentation of a topic at least twice   |  |  |  |
| Used feedback to strengthen your presentation skills   |  |  |  |

|  |  |
|--|--|
| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

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# Unit RPL Evidence Record

## NAT11237008 Use Christian spiritual practices to support own personal development

This unit addresses how to use Christian spiritual practices to grow spiritually. It involves understanding spiritual disciplines and applying them in one's life to support personal spiritual development.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to discussing Christian practices
- Sermons that you have produced which discussed Christian practices
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>  |  |  |  |
|---|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>   | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Researched Christian spiritual practices and how they apply to modern life                    |  |  |  |
| Examined the purpose and history of Christian spiritual practices                             |  |  |  |
| Used at least two (2) Christian spiritual practices to support personal and spiritual growth  |  |  |  |
| Implemented a plan for regularly using spiritual practices                                    |  |  |  |
| Reflected on own experience of Christian spiritual practices in your life                     |  |  |  |
| Spoke about Christian spiritual practices with others   |  |  |  |
| Revised own practices to support spiritual growth based on conversations or input from others |  |  |  |

|  |  |
|--|--|
| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |

|   |  |
|---|--|
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc? |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)  |  |
| <b>Assessor Signature*:</b>   |  |
| <b>Date of Assessment:</b>  |  |

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# Unit RPL Evidence Record

## NAT11237005 Apply Christian ethics to contemporary issues

This unit addresses how to apply Christian theological and ethical ideas and frameworks to contemporary issues. It requires the capacity to consider ethical issues with reference to theology, disciplines and alternative perspectives.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to discussing ethics
- Sermons that you have produced which discussed Christian ethics
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Determined what constitutes an ethical issue that requires consideration and response                                  |  |  |  |
| Used different frameworks and theories for considering ethical issues  |  |  |  |
| Used research and religious frameworks to examine ethical issues   |  |  |  |
| Used at least four (4) different resources to evaluate an ethical issue  |  |  |  |
| Identified persons or entities involved with an ethical issue  |  |  |  |
| Evaluated how biblical and theological beliefs apply to an ethical issue   |  |  |  |
| Discussed options for response in relation to an ethical issue   |  |  |  |
| Used a Biblical framework to respond to an ethical issue   |  |  |  |
| Explained an ethical issue to other people and discussed the implications of Christian ethics in relation to the issue |  |  |  |
| Used appropriate language to communicate substantiated ideas about ethics to an audience                               |  |  |  |
| Facilitated a respectful discussion with others about an ethical issue   |  |  |  |
| Reflected on own engagement with others in discussions of ethical issues   |  |  |  |

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| Reflected on personal values and beliefs  |  |  |  |
| Considered ways in which own experiences and context may influence interpretation of ethical issues |  |  |  |
| Considered alternative perspectives on ethical issues   |  |  |  |

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| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
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## IMPORTANT

Read below before proceeding

### ELECTIVE UNITS

**Two (2) of the following elective units are required for completion of the Course.**

- NAT11237011 Prepare and preach a sermon
- NAT11237006 Explain Christian beliefs to a non-Christian audience
- NAT11238007 Explain & discuss the person & work of the Holy Spirit
- NAT11237012 Develop own leadership skills
- NAT11238013 Plan to initiate a new church
- NAT11238014 Lead a process of Christian discipleship
- NAT11238002 Compare and explain Christian Beliefs
- NAT11238010 Develop and implement ministry programs

In some cases your Trainer may be able to offer alternate units providing that the units fall within the prescribed course rules. Please discuss this with your Trainer if you believe that you may have experience in other areas which should be considered as elective units.

**Choose TWO (2) electives from the following pages and complete the Student sections (green sections) for that unit.**

# Unit RPL Evidence Record

## NAT11237011 Prepare and preach a sermon

This unit addresses preparing and preaching a sermon to a congregation. This involves structuring and delivering sermons on different topics, understanding the relevant Biblical interpretations, context and meaning. It also involves the discussion of key points and their application to modern life, adaptation of your communication to diverse audiences, and seeking feedback to improve your preaching practice.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to preaching
- Sermons that you have produced and presented
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>  |  |  |  |
|---|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>   | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Understand approaches to sermon structure   |  |  |  |
| Prepared and preached a minimum of two (2) sermons on different texts or Biblical passages                                      |  |  |  |
| Used resources to interpret the meaning, history, cultural influences and literary features of a text on at least two occasions |  |  |  |
| Consider different perspectives on the interpretation of at least two texts   |  |  |  |
| Discussed key points and application to modern life for at least two texts  |  |  |  |
| Recorded text interpretation research findings  |  |  |  |
| Considered the sermon and any issues impacting the community or communication   |  |  |  |
| Considered how audience diversity impacts their interpretation and understanding of the sermon                                  |  |  |  |
| Consider relevance of the sermon to the audience  |  |  |  |
| Determine the key message and aim of sermon   |  |  |  |



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| Plan ways to provoke and encourage audience response                                   |  |  |  |
| Select and sequence material for the sermon  |  |  |  |
| Draft the sermon using a structure suited to the sermon aim and audience               |  |  |  |
| Address potential barriers to communication  |  |  |  |
| Rehearse the sermon and make adjustments as needed                                     |  |  |  |
| Deliver the sermon message   |  |  |  |
| Show a clear knowledge of the Bible during sermons                                     |  |  |  |
| Link the Bible to modern life  |  |  |  |
| Interpret and explain Biblical ideas to a diverse audience on at least two occasions   |  |  |  |
| Adapt voice projection and body language to suit message, delivery format and audience |  |  |  |
| Use supervisor and peer feedback to reflect on sermon                                  |  |  |  |
| Suggest improvements based on own evaluation and feedback from others                  |  |  |  |
| Adjust communication strategies to improve own preaching practice                      |  |  |  |

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| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

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# Unit RPL Evidence Record

## NAT11237006 Explain Christian beliefs to a non-Christian audience

This unit addresses how to examine current issues and subjects and communicate them within the framework of Christian missions or evangelism. It involves researching topics and presenting them to audiences who are not Christian.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to evangelism
- Sermons that you have produced which were designed for a non-Christian audience
- Outreach programs you have been involved in
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Discussed a Christian topic with a non-Christian at least twice  |  |  |  |
| Considered the social, economic, cultural, and educational characteristics of a group of people you intend on speaking with            |  |  |  |
| Connected with non-Christians to respectfully understand their existing beliefs in relation to a topic                                 |  |  |  |
| Related Christian beliefs and practices to a topic at least twice  |  |  |  |
| Contrasted Christian and non-Christian perspectives on a topic   |  |  |  |
| Explained Christian beliefs to a non-Christian and how they relate to their lives  |  |  |  |
| Responded to questions from a non-Christian with information and material that is relevant to them on at least two different occasions |  |  |  |
| Referred to a least three (3) relevant resources on at least two occasions   |  |  |  |
| Respected copyright and protection of information when engaging with non-Christians  |  |  |  |

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| Considered the effectiveness of at least two (2) interactions with non-Christians |  |  |  |
| Considered feedback to improve engagement strategies for future interactions      |  |  |  |
| Used methods for further communication and discussion with non-Christians         |  |  |  |

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| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

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# Unit RPL Evidence Record

## NAT11238007 Explain & discuss the person & work of the Holy Spirit

This unit explores the person of the Holy Spirit and his impact and relevance for today. It requires a sound understanding of the nature of the Holy Spirit and the ability to present substantiated positions in relation to the person and work of the Holy Spirit.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to the Holy Spirit
- Sermons that you have produced which discussed the Holy Spirit
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Researched the person and work of the Holy Spirit  |  |  |  |
| Reviewed material in relation to the theology of the Holy Spirit to determine key points and patterns  |  |  |  |
| Considered different perspectives on the person and work of the Holy Spirit  |  |  |  |
| Used research to determine the significance and implications contradictions and disagreements about the Holy Spirit  |  |  |  |
| Prepared material for communicating information about the Holy Spirit  |  |  |  |
| Overcome potential barriers to communication   |  |  |  |
| Used strategies to engage with others and effectively communicate substantiated information about the Holy Spirit to an audience on at least two (2) occasions |  |  |  |
| Discussed existing audience knowledge about the Holy Spirit and extended on that knowledge   |  |  |  |

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| Responded to questions with relevant information |  |  |  |
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| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
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# Unit RPL Evidence Record

## NAT11237012 Develop own leadership skills

This unit explores leadership within Christian communities and helps individuals develop their own leadership style and abilities. Christian leadership is influenced not just by modern leadership concepts, but also by theological thoughts on leadership.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to leadership
- Sermons that you have produced which discussed Christian leadership
- Experience leading a team
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>  |  |  |  |
|---|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>   | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Investigated beliefs, ideas and values for effective leadership in a Christian environment                |  |  |  |
| Learnt from role models of Christian leadership   |  |  |  |
| Researched leadership skills and styles and how these can be applied in a Church                          |  |  |  |
| Discussed your beliefs, ideas and values that guide your behaviour and interactions with others           |  |  |  |
| Self-reflected on your leadership skills, leadership style and personal effectiveness in leadership roles |  |  |  |
| Applied leadership skills in a Christian environment  |  |  |  |
| Reflected on your leadership performance in line with Christian values and integrity                      |  |  |  |
| Created a continuous improvement plan for your leadership skills  |  |  |  |

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| <b>Assessor Name:</b> |  |
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| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
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# Unit RPL Evidence Record

## NAT11238013 Plan to initiate a new church

This unit explores plan, establish and evaluate a new church or faith community. It requires the ability to analyse and develop church planting methods and develop a personal church planter profile, outreach procedure and evaluation method in accordance with the organisational mission and the goals for the new initiative.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to Church planting
- Plans for Churches you have planted
- Experience planting a Church
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>  |  |  |  |
|---|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>   | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Considered the strategic importance of church planting  |  |  |  |
| Understanding of church planting models from the Bible, history and contemporary situations                         |  |  |  |
| Understanding of strengths and limitations of church planting models  |  |  |  |
| Understanding of factors which promote and inhibit church growth  |  |  |  |
| Understanding of leadership structures which encourage growth   |  |  |  |
| Created a community profile using local demographic data and future trends to provide the focus for church planting |  |  |  |
| Planned at least two (2) outreach strategies to meet community needs  |  |  |  |
| Created a procedural overview for community outreach programs   |  |  |  |
| Proposed a suitable church planting model and method based on clear rationale and specific context                  |  |  |  |
| Used communication strategies to promote a new church   |  |  |  |



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| Recorded details about Church denomination and the parameters associated with that relationship  |  |  |  |
| Created a plan which outlines the steps for initiating a new Church  |  |  |  |
| Planned an evaluation procedure for the Church   |  |  |  |
| Used strategies to review church planting project against ministry goals   |  |  |  |
| Reviewed plan to initiate a new church in consultation with a ministry supervisor  |  |  |  |
| Made a personal church planter profile which identified: <ul style="list-style-type: none"> <li>• your Spiritual gifts and qualities related to church planting</li> <li>• personal strengths and limitations as a church planter</li> <li>• personal growth and support mechanisms</li> </ul> |  |  |  |

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| <b>Assessor Name:</b>  |  |
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| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
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# Unit RPL Evidence Record

## NAT11238014 Lead a process of Christian discipleship

This unit is for supporting others in developing their Christian faith or practice. It requires the capacity to understand Christian discipleship, the ability to reflect on own discipleship and to provide leadership, support and resources for others

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to discipleship
- Sermons that you have produced which discussed discipleship
- Experience in mentoring a disciple
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Used research to understand Christian discipleship beliefs, ideas and values   |  |  |  |
| Used research to select appropriate spiritual practices to support Christian discipleship                            |  |  |  |
| Understanding of legal requirements and ethical responsibilities when mentoring others in Christian discipleship     |  |  |  |
| Reflected on own personal journey and learnings through discipleship   |  |  |  |
| Considered own capacity as a role model in terms of ability to gain the trust, confidence and respect of individuals |  |  |  |
| provided support for the discipleship journey of at least one (1) person   |  |  |  |
| Maintained respectful, positive relationships and boundaries when discipling others                                  |  |  |  |
| Acted as a positive role model, reflecting Christian mission, values and integrity                                   |  |  |  |
| Maintained ethical codes of conduct  |  |  |  |

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| Provided resources to support discipleship   |  |  |  |
| Modelled and explained spiritual practices and other elements of discipleship to those being supported       |  |  |  |
| Reflected on own interactions with disciples to ensure congruence with goals and ethical codes of conduct    |  |  |  |
| Awareness of the impact own values, personal issues, prejudices and attitudes have on engagement with others |  |  |  |
| Sought feedback on own performance, skills and development needs in supporting others in discipleship        |  |  |  |
| used self-awareness and reflection to support own discipleship support practice                              |  |  |  |

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| <b>Assessor Name:</b>  |  |
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| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
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# Unit RPL Evidence Record

## NAT11238002 Compare and explain Christian Beliefs

This unit explores key doctrines and practices of Christianity and knowledge of differences in the theology and practices of different Christian denominations. It requires the ability to understand and explain the beliefs and practices of a Christian denomination as well as those of other Christian denominations and how these differ.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to Christianity
- Sermons that you have produced which discussed Christian beliefs
- Examples of Christian practices maintained in own life
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Incorporate Christian beliefs and practice in own life   |  |  |  |
| Used research to explain the beliefs and practices of Christianity in relation to at least three (3) of the following areas of doctrine: <ul style="list-style-type: none"> <li>• Trinity</li> <li>• incarnation</li> <li>• resurrection</li> <li>• creation</li> <li>• sin</li> <li>• salvation / redemption</li> <li>• the Holy Spirit</li> <li>• sanctification</li> <li>• the nature and role of the church</li> <li>• sacraments</li> </ul> |  |  |  |
| Related Christian beliefs to shaping Christian faith and practice within a denomination  |  |  |  |
| Accurately and respectfully discussed key differences in beliefs, interpretations and practices between Christian denominations  |  |  |  |

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| Considered differences in beliefs and practices in one (1) of the following contexts: <ul style="list-style-type: none"> <li>• developments of beliefs and practices over time</li> <li>• differences in beliefs and practices at a given point in history</li> <li>• contemporary differences in beliefs and practice</li> </ul> |  |  |  |
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| <b>Assessor Name:</b>  |  |  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |  |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |  |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |  |  |
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# Unit RPL Evidence Record

## NAT11238010 Develop and implement ministry programs

This unit explores the development of Christian ministry programs within a Church or community. It requires the capacity to develop the parameters for the program, design, implement and facilitate the program.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to ministry programs
- Ministry programs you have planned
- Experience running a ministry program
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>  |  |  |  |
|---|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>   | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Developed, implemented and evaluated at least one (1) ministry program plan   |  |  |  |
| Worked out the need, target and scope for a ministry program  |  |  |  |
| Gained support for a ministry program   |  |  |  |
| Determined resources needed and any other factors impacting the feasibility of ministry program                     |  |  |  |
| Determined key stakeholders, priorities, strategies and options for ministry program                                |  |  |  |
| Considered key characteristics, social and cultures of target audience for the ministry program design and delivery |  |  |  |
| Set program goals and quality indicators or measures  |  |  |  |
| Identified program risks  |  |  |  |
| Created a ministry program plan   |  |  |  |
| Sourced resources for a ministry program  |  |  |  |
| Planned for program evaluation and monitoring strategies  |  |  |  |
| Consulted stakeholders about ministry program plan, evaluation plan and resourcing strategies                       |  |  |  |

|   |  |  |  |
|---|--|--|--|
| Ran pilot ministry program and made adjustments to ensure program quality   |  |  |  |
| Used an evaluation strategy to monitor program implementation   |  |  |  |
| Used a structured process to evaluate ministry program design and outcomes according to goals and measures identified in the program plan |  |  |  |
| Used results of evaluation for improvement and ongoing development of program   |  |  |  |

|  |  |
|--|--|
| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

\*Typed name may be used in place of your signature if you use your own account / login details for storing this document (e.g. emailing to CMT / UNET Head Office using your own account).

# Unit RPL Evidence Record

## NAT11238006 Analyse and compare worldviews and world religions

This unit explores different theological and philosophical perspectives. It requires the ability to use research to compare the perspectives and beliefs of different philosophies and world religions, then present these views in a clear and respectful manner.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to different world religions and worldviews
- Sermons that you have produced which discussed different world religions or worldviews
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>   |  |  |  |
|--|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>  | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Used research to understand key ideas and beliefs of different worldviews and world religions                                  |  |  |  |
| Contrasted the perspectives and worldviews of two (2) different religions on a given topic                                     |  |  |  |
| Used research to accurately present differing perspectives and worldviews of two (2) different world religions, at least twice |  |  |  |
| Considered the impact of differing perspectives on a topic   |  |  |  |
| Presented different views on a topic using clear language, which is appropriate to the audience and delivery context           |  |  |  |
| Substantiated ideas and opinions using supporting examples and references  |  |  |  |
| Used accurate and respectful language to present and respond to the views of others  |  |  |  |

|   |  |
|---|--|
| <b>Assessor Name:</b>                       |  |
| <b>Is the evidence provided sufficient?</b> |  |



|   |  |
|---|--|
| I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table?                       |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?   |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc? |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)  |  |
| <b>Assessor Signature*:</b>   |  |
| <b>Date of Assessment:</b>  |  |

\*Typed name may be used in place of your signature if you use your own account / login details for storing this document (e.g. emailing to CMT / UNET Head Office using your own account).

# Unit RPL Evidence Record

## CHCPAS003 Plan for the Provision of Pastoral or Spiritual Care

This unit encompasses pastoral and spiritual care work, either within a specific belief system or in a non-denominational capacity. It requires an understanding of the legal, regulatory and ethical frameworks relating to pastoral care, as well as the ability to integrate with pastoral care support networks.

**Examples of evidence demonstrating competency in this units may include, but not be limited to:**

- Completion of previous studies related to X
- Sermons that you have produced which discussed X
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

| <b>Student Name:</b>  |  |  |  |
|---|--|--|--|
| <b>Skill or Knowledge to be demonstrated:</b>   | <b>Description of Evidence that can be provided:</b><br>Please leave blank where not applicable. | <b>Year</b><br>that the evidence is from | <b>Assessor's Judgement – valid or not valid?</b><br>i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified |
| Understanding of pastoral and spiritual care job role and responsibilities within an organisation (e.g. documented job role or scope) |  |  |  |
| Understanding of professional, ethical, legislative and regulatory responsibilities within pastoral and spiritual care work.          |  |  |  |
| Worked within organisational policies, procedures and standards relating to pastoral or spiritual care                                |  |  |  |
| Understanding of rights and responsibilities of self, employer, persons, families and carers.   |  |  |  |
| Communicated the role of pastoral and spiritual care workers with others  |  |  |  |
| Used existing organisational referral networks  |  |  |  |
| Sourced new referral opportunities and established relationships  |  |  |  |
| Collected information from internal and external resources to support pastoral and spiritual care work.                               |  |  |  |
| Prepared a list of pastoral and spiritual care resources.   |  |  |  |
| Consulted with supervisor to work out mentoring and supervision requirements of role  |  |  |  |
| Worked with supervisor or mentor to establish rapport and build trust.  |  |  |  |

|   |  |  |  |
|---|--|--|--|
| Used feedback to improve pastoral care work.  |  |  |  |
| Reviewed own communication with supervisor or mentor to improve professional development. |  |  |  |

|  |  |
|--|--|
| <b>Assessor Name:</b>  |  |
| <b>Is the evidence provided sufficient?</b><br>I.e. is there evidence to show that the student is competent in <b>all</b> of the skills and knowledge identified in the above table? |  |
| <b>Currency</b> – Is the evidence provided from the present or the recent past?  |  |
| <b>Authenticity</b> – What steps have been taken to verify that the evidence submitted is genuinely the students own work, qualifications, experience, etc?                          |  |
| <b>RPL Assessment Outcome:</b><br>(RPL granted, gap training required, requested further evidence, etc.)   |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

\*Typed name may be used in place of your signature if you use your own account / login details for storing this document (e.g. emailing to CMT / UNET Head Office using your own account).



## **IMPORTANT**

**Read below before proceeding**

### **RPL FORMS**

The forms on the following pages are for use during the RPL Process.

**Student complete the green sections**

**Supervisors, mentors or audience members complete the yellow sections**

**Assessor complete the blue sections**

# RPL Supervisor (or Mentor) Testimonial Form

## 11237NAT – Certificate IV in Christian Ministry and Theology

**To whom it may concern:** The person named below is applying for Recognition of Prior Learning for the Certificate IV in Christian Ministry and Theology. Your testimonial may assist them (the RPL Candidate / Student) in providing evidence to us that relates to this qualification. You may be currently working with the candidate, or this may have occurred in the past.

|  |                   |                  |                   |
|--|-------------------|------------------|-------------------|
| <b>Name of RPL Candidate:</b>  |                   |                  |                   |
| <b>Name of Supervisor:</b>   |                   |                  |                   |
| <b>Email Address:</b>  |                   |                  |                   |
| <b>Phone Number(s):</b>  |                   |                  |                   |
| <b>Name of Church in which the Supervisor worked with the candidate:</b>   |                   |                  |                   |
| <b>Website of Church:</b>  |                   |                  |                   |
| <b>Period(s) of time that the candidate worked with the Supervisor</b> (approximate dates):  |                   |                  |                   |
| <b>Supervisor's role / job title / position in the organisation while working with the candidate:</b>  |                   |                  |                   |
| <b>Relevant qualifications or experience of supervisor</b> (please write below or provide resume):   |                   |                  |                   |
| <b>SUPERVISOR TO COMPLETE THE FOLLOWING WITH RESPECT TO THE CANDIDATE:</b><br>I verify that I have observed this candidate <b>(please tick ✓ if applicable):</b> | <b>Not really</b> | <b>Sometimes</b> | <b>Frequently</b> |
| Refer to Biblical information using referencing conventions (e.g. Chapter ... verse ...)   |                   |                  |                   |
| Use resources and research to present information about the Bible  |                   |                  |                   |
| Discuss and explain key events, themes and ideas from the Old Testament  |                   |                  |                   |
| Discuss and explain key events, themes and ideas from the New Testament  |                   |                  |                   |
| Explain Christian living to people   |                   |                  |                   |
| Provide interpretations of the Bible   |                   |                  |                   |
| Explain the effect historical events, social contexts and literary features has on Biblical interpretations  |                   |                  |                   |
| Apply the Bible to modern life   |                   |                  |                   |
| Explain the meaning and significance of Christian beliefs  |                   |                  |                   |

| <b>Name of RPL Candidate:</b>  |  |  |  |
|--|--|--|--|
| Distinguish Christian beliefs from other belief systems  |  |  |  |
| Delivered a message targeted for a specific group of people  |  |  |  |
| Present key topics or talking points in a message  |  |  |  |
| Present credible, reliable and suitable resources  |  |  |  |
| Discuss different perspectives on a Christian topic or scripture   |  |  |  |
| Discuss Christian topics with an audience  |  |  |  |
| Present information from a variety of sources  |  |  |  |
| Respond to questions about Christianity  |  |  |  |
| Seek feedback about their message  |  |  |  |
| Acknowledge copyright  |  |  |  |
| Respect information protection and intellectual property   |  |  |  |
| Explain Christian practices in relation to Christian beliefs (e.g. prayer, baptism, offerings, communion, etc)             |  |  |  |
| Refer to the history and purpose of Christian practices  |  |  |  |
| Use Christian practices to support spiritual growth  |  |  |  |
| Be mentored by Christian leaders or Senior Pastors   |  |  |  |
| Apply leadership skills in a Christian environment   |  |  |  |
| Have discussions about their own leadership style and effectiveness  |  |  |  |
| Developed their leadership skills through attendance of leadership meetings or training                                    |  |  |  |
| Discussed Christian beliefs with non-Christians  |  |  |  |
| Discussed the demographics of a group of non-Christian people and used to engage with them                                 |  |  |  |
| Respectfully contrasted Christian and non-Christian beliefs  |  |  |  |
| Considered the effectiveness of engagement non-Christians  |  |  |  |
| Used methods for further communication and discussion with non-Christians  |  |  |  |
| Used various sermon structures   |  |  |  |
| Delivered sermons with a key message   |  |  |  |
| Used materials to present a message and engage audience members (e.g. PowerPoints, handouts, props, etc)                   |  |  |  |
| Encouraged audience members to act or respond to the message   |  |  |  |
| Adapted their message to address any barriers to communication (e.g. hearing difficulties, visual aids, technology access) |  |  |  |
| Adapted their voice projection and body language   |  |  |  |
| Received feedback from audience members or mentors about their sermon  |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>Name of RPL Candidate:</b>  |  |  |  |
| Improved on their preaching skills   |  |  |  |
| Explained Christianity to non-Christians   |  |  |  |
| Talked about how the person & work of the Holy Spirit works  |  |  |  |
| Lead groups of people  |  |  |  |
| Established a new Church   |  |  |  |
| Provided Christian discipleship mentoring to others  |  |  |  |
| Compared and explained the Christian beliefs of different denominations  |  |  |  |
| Planned and ran ministry programs  |  |  |  |
| Provided comparisons on different worldviews and world religions   |  |  |  |
| Provided pastoral or spiritual care  |  |  |  |
| Please write any further comments about the candidate's ability to preach or complete tasks related to Christian ministry. Please use the space below, or attach another document. Thank you for assisting this person with their application process. |  |  |  |
|  |  |  |  |

**SUBMISSION DECLARATION**

**By typing your name below** you agree that you have responded honestly and accurately to the best of your ability and understand that you may be contacted to verify the information provided.

|                                     |  |
|-------------------------------------|--|
| <b>Supervisor Name / Signature:</b> |  |
| <b>Date:</b>                        |  |

# RPL Audience Member Testimonial Form

## 11237NAT – Certificate IV in Christian Ministry and Theology

**To whom it may concern:** The person named below is applying for Recognition of Prior Learning for the Certificate IV in Christian Ministry and Theology. Your testimonial may assist them (the RPL Candidate / Student) in providing evidence to us that relates to this qualification. You may be currently working with the candidate, or this may have occurred in the past.

|  |                   |                  |                   |
|--|-------------------|------------------|-------------------|
| <b>Name of RPL Candidate:</b>  |                   |                  |                   |
| <b>Name of Audience Member:</b>  |                   |                  |                   |
| <b>Email Address:</b>  |                   |                  |                   |
| <b>Phone Number(s):</b>  |                   |                  |                   |
| <b>Name of Church in which you have associated with the candidate:</b>   |                   |                  |                   |
| <b>Website of Church:</b>  |                   |                  |                   |
| <b>Period(s) of time that you have known the candidate</b> (approximate dates or years):   |                   |                  |                   |
| <b>In what situations have you heard the candidate talk about Christianity or Theology?</b><br>(e.g. Preaching, Bible Study Groups, One on one, etc)             |                   |                  |                   |
| <b>SUPERVISOR TO COMPLETE THE FOLLOWING WITH RESPECT TO THE CANDIDATE:</b><br>I verify that I have observed this candidate <b>(please tick ✓ if applicable):</b> | <b>Not really</b> | <b>Sometimes</b> | <b>Frequently</b> |
| Refer to Biblical information using referencing conventions (e.g. Chapter ... verse ...)   |                   |                  |                   |
| Use resources and research to present information about the Bible  |                   |                  |                   |
| Discuss and explain key events, themes and ideas from the Old Testament  |                   |                  |                   |
| Discuss and explain key events, themes and ideas from the New Testament  |                   |                  |                   |
| Explain Christian living to people   |                   |                  |                   |
| Provide interpretations of the Bible   |                   |                  |                   |
| Explain the effect historical events, social contexts and literary features has on Biblical interpretations  |                   |                  |                   |
| Apply the Bible to modern life   |                   |                  |                   |
| Explain the meaning and significance of Christian beliefs  |                   |                  |                   |
| Distinguish Christian beliefs from other belief systems  |                   |                  |                   |



| <b>Name of RPL Candidate:</b>  |  |  |  |
|--|--|--|--|
| Delivered a message targeted for a specific group of people  |  |  |  |
| Present key topics or talking points in a message  |  |  |  |
| Present credible, reliable and suitable resources  |  |  |  |
| Discuss different perspectives on a Christian topic or scripture   |  |  |  |
| Discuss Christian topics with an audience  |  |  |  |
| Present information from a variety of sources  |  |  |  |
| Respond to questions about Christianity  |  |  |  |
| Seek feedback about their message  |  |  |  |
| Acknowledge copyright  |  |  |  |
| Respect information protection and intellectual property   |  |  |  |
| Explain Christian practices in relation to Christian beliefs (e.g. prayer, baptism, offerings, communion, etc)             |  |  |  |
| Refer to the history and purpose of Christian practices  |  |  |  |
| Use Christian practices to support spiritual growth  |  |  |  |
| Be mentored by Christian leaders or Senior Pastors   |  |  |  |
| Apply leadership skills in a Christian environment   |  |  |  |
| Have discussions about their own leadership style and effectiveness  |  |  |  |
| Developed their leadership skills through attendance of leadership meetings or training                                    |  |  |  |
| Discussed Christian beliefs with non-Christians  |  |  |  |
| Discussed the demographics of a group of non-Christian people and used to engage with them                                 |  |  |  |
| Respectfully contrasted Christian and non-Christian beliefs  |  |  |  |
| Considered the effectiveness of engagement non-Christians  |  |  |  |
| Used methods for further communication and discussion with non-Christians  |  |  |  |
| Used various sermon structures   |  |  |  |
| Delivered sermons with a key message   |  |  |  |
| Used materials to present a message and engage audience members (e.g. PowerPoints, handouts, props, etc)                   |  |  |  |
| Encouraged audience members to act or respond to the message   |  |  |  |
| Adapted their message to address any barriers to communication (e.g. hearing difficulties, visual aids, technology access) |  |  |  |
| Adapted their voice projection and body language   |  |  |  |
| Received feedback from audience members or mentors about their sermon  |  |  |  |
| Improved on their preaching skills   |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>Name of RPL Candidate:</b>  |  |  |  |
| Explained Christianity to non-Christians   |  |  |  |
| Talked about how the person & work of the Holy Spirit works  |  |  |  |
| Lead groups of people  |  |  |  |
| Established a new Church   |  |  |  |
| Provided Christian discipleship mentoring to others  |  |  |  |
| Compared and explained the Christian beliefs of different denominations  |  |  |  |
| Planned and ran ministry programs  |  |  |  |
| Provided comparisons on different worldviews and world religions   |  |  |  |
| Provided pastoral or spiritual care  |  |  |  |
| Please write any further comments about the candidate's ability to preach or complete tasks related to Christian ministry. Please use the space below, or attach another document. Thank you for assisting this person with their application process. |  |  |  |
|  |  |  |  |

**SUBMISSION DECLARATION**

**By typing your name below** you agree that you have responded honestly and accurately to the best of your ability and understand that you may be contacted to verify the information provided.

|                                     |  |
|-------------------------------------|--|
| <b>Supervisor Name / Signature:</b> |  |
| <b>Date:</b>                        |  |

# RPL Submission Overview

|                                    |  |
|------------------------------------|--|
| <b>Student Name:</b>               |  |
| <b>Mobile phone:</b>               |  |
| <b>Email:</b>                      |  |
| <b>Work phone (if ok to call):</b> |  |

## RPL Evidence Summary

Please use the following table to summarise the evidence provided.

| Evidence  | Please tick (✓) if applicable: | Year(s) completed or applicable | Unit(s) of the course or skills to which this evidence applies |
|---|--------------------------------|---------------------------------|--|
| <b>Past Studies</b>   |                                |                                 |  |
| Copies of qualifications  |                                |                                 |  |
| Academic transcripts showing exact subjects or topics and results   |                                |                                 |  |
| Actual work completed for past studies (e.g. essays or assignments) |                                |                                 |  |
| Documents from workshops, seminars and conferences                  |                                |                                 |  |
| Other:  |                                |                                 |  |
| <b>Sermon Documents</b> (produced in paid or voluntary capacity):   |                                |                                 |  |
| Sermon or message plans, notes or outlines                          |                                |                                 |  |
| Sermon resources  |                                |                                 |  |
| Other:  |                                |                                 |  |
| <b>Audio/Video Recordings</b>                                       |                                |                                 |  |
| Of your Preaching   |                                |                                 |  |
| Other:  |                                |                                 |  |
| <b>Third Party Reports</b>  |                                |                                 |  |
| References from Supervisors or Mentors                              |                                |                                 |  |
| Supervisor Testimonial  |                                |                                 |  |
| Audience Member Testimonial   |                                |                                 |  |
| Letters or emails of thanks from host Churches                      |                                |                                 |  |
| Other:  |                                |                                 |  |
| <b>Any Other Evidence</b>   |                                |                                 |  |

| Evidence                            | Please tick (✓) if applicable: | Year(s) completed or applicable | Unit(s) of the course or skills to which this evidence applies |
|-------------------------------------|--------------------------------|---------------------------------|--|
| Pastoral memberships                |                                |                                 |  |
| Membership of relevant associations |                                |                                 |  |
|                                     |                                |                                 |  |
|                                     |                                |                                 |  |
|                                     |                                |                                 |  |

Please add as many rows or pages as necessary.

## Overview of Units of Competency

To achieve the qualification 11237NAT - Certificate IV in Christian Ministry and Theology, the learner must complete 9 units.

| Mandatory Units   | Seeking RPL for?<br>(yes or no) | RPL Assessment Outcome<br>(RPL-G or RPL-NG) |
|---|---------------------------------|---|
| NAT11237001 Apply knowledge of the Bible  |                                 |   |
| NAT11237002 Interpret biblical texts  |                                 |   |
| NAT11237003 Develop and apply knowledge of key Christian beliefs                  |                                 |   |
| NAT11237004 Discuss a topic from a Christian perspective                          |                                 |   |
| NAT11236002 Research Christian Scripture and Theology                             |                                 |   |
| NAT11237008 Use Christian spiritual practices to support own personal development |                                 |   |
| NAT11237005 Apply Christian ethics to contemporary issues                         |                                 |   |
| Elective Units (complete 2)   | Seeking RPL for?<br>(yes or no) | RPL Assessment Outcome<br>(RPL-G or RPL-NG) |
|   |                                 |   |
|   |                                 |   |

**RPL-G** = Recognition of prior learning – granted

**RPL-NG** = Recognition of prior learning - not granted

### SUBMISSION DECLARATION

When you have completed all of the relevant sections of this guide and are ready to submit your RPL evidence, please email this completed RPL Guide to your Trainer for assessment.

**By typing your name below** and emailing your completed RPL Guide to your Trainer, you agree that:

- you understand how the assessment will be conducted (as described at the start of this RPL Guide);
- you understand that you can discuss any individual needs or difficulties that you have in relation to the RPL assessment with your Trainer or CMT / UNET at any time;
- you declare that the information, documents and evidence submitted is true, accurate, authentic and / or your own work.
- you give permission for CMT / UNET to take steps to verify any documents, certificates or evidence submitted for my Recognition of Prior Learning (RPL) application and acknowledge that this may include accessing your information through the USI registry or contacting third parties to verify authenticity of any documents provided.

|                                  |  |
|----------------------------------|--|
| <b>Student Name / Signature:</b> |  |
| <b>Date:</b>                     |  |

|  |  |
|--|--|
| <b>Overall RPL Assessment Outcome:</b><br>(e.g. Full RPL granted, Partial RPL granted / gap training required, requested further evidence, etc.) |  |
| <b>Assessor Name:</b>  |  |
| <b>Assessor Signature*:</b>  |  |
| <b>Date of Assessment:</b>   |  |

\*Typed name may be used in place of your signature if you use your own account / login details for storing this document (e.g. emailing to CMT / UNET Head Office using your own account).