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.

RPL Applicant Name:	
Email Address:	
Phone Number:	

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 a 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 11238NAT Diploma of Christian Ministry and Theology we offer consists of a **total of ten (10) units**. This includes **five (5) mandatory units:**

- NAT11237002 Interpret biblical texts
- NAT11238001 Apply advanced knowledge of the Bible
- NAT11238002 Compare and explain Christian Beliefs
- NAT11238003 Research and present a biblical theme
- NAT11237005 Apply Christian ethics to contemporary issues

+ PLUS five (5) elective units from the following:

- NAT11237011 Prepare and preach a sermon
- 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
- NAT11238010 Develop and implement ministry programs
- NAT11238006 Analyse and compare worldviews and world religions
- CHCPAS003 Plan for the Provision of Pastoral or Spiritual Care

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

11238NAT – Diploma of Christian Ministry and Theology

Student Name:	

Task	**I have performed these tasks (✓)**		
	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.

Student Name / Signature:	
Date:	

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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

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

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Unit RPL Evidence Record

NAT11238001 Apply advanced knowledge of the Bible

This unit develops advanced knowledge of Biblical content and the application of Biblical themes to contemporary life. It requires the ability to understand and apply the concept of divine inspiration, as well as analyse the interconnected relationship between different biblical themes.

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

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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified
Understanding of the impact of divine inspiration on biblical interpretation			
Understanding of the impact of denominations on biblical interpretation			
Used academic resources to research and examine biblical topics at least twice			
Used at least five (5) resources to conduct biblical research for a specific purpose (e.g. sermon preparation)			
Discussed and contrasted differences of opinion on biblical topics			
Used examples and references to support ideas or interpretations			
Considered the impact Biblical themes have on roles within Churches and Church practices			
Related two different biblical themes to each other			
Discussed how Old Testament themes are reflected and developed in the New Testament			
Discussed how biblical themes apply to modern life			

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

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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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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: • Trinity • incarnation • resurrection • creation • sin • salvation / redemption • the Holy Spirit • sanctification • the nature and role of the church • sacraments			
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			

Considered differences in beliefs and practices in one (1) of the following contexts: • developments of beliefs and practices over time • differences in beliefs and practices at a given point in history • contemporary differences in beliefs and practice			

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

NAT11238003 Research and present a biblical theme

This unit explores using research to analyse a biblical topic, theme or issue, in order to present it to an audience. It requires comprehension skills to select and evaluate resources for their credibility, analyse key points and different perspectives to present your messages in a meaningful way that resonate with your audience.

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

- Completion of previous studies related to researching Biblical themes
- Sermons that you have produced which presented on a Biblical theme
- Research conducted for sermons on Biblical themes
- Relevant qualifications
- References from Churches
- Audience Member Testimonial Form
- Supervisor or Mentor Testimonial Form

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? i.e. to be valid the evidence provided must demonstrate the skill or knowledge identified
Researched and presented a biblical theme applicable to the needs of at least one group			
Used at least five (5) resources to conduct biblical research for a specific purpose (e.g. sermon preparation)			
Used communication strategies and tools to explain and interpret complex ideas to a diverse audience			
Selected and researched a Biblical theme which was appropriate for a target audience			
Critically reviewed material to consider the credibility and suitability of resources in relation to a particular Biblical theme			
Noted key points and patterns within material or resources			
Explained significance and implications of different perspectives, contradictions or disagreements within research material			
Related a Biblical topic to an audience and discussed the application to their own lives			

Considered the diversity of target audience and how this could impact their interpretation of a topic			
Sequenced and presented message in an engaging manner with a clear and logical structure			
Used communication and engagement strategies suited to audience and chosen topic			
Catered for any potential barriers to communication			
Discussed key Biblical themes and substantiated ideas related to a topic			
Actively sought feedback and used a structured process to improve presentation of Biblical topics or themes			

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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

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			

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

ELECTIVE UNITS

Five (5) 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 FIVE (5) 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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

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			

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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

Responded to questions with relevant information			

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

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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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

Assessor Name:	

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

*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

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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

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: • your Spiritual gifts and qualities related to church planting • personal strengths and limitations as a church planter • personal growth and support mechanisms			

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

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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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

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			

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

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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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

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

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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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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			

Assessor Name:	
Is the evidence provided sufficient?	

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

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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

Student Name:			
Skill or Knowledge to be demonstrated:	**Description of Evidence that can be provided:** Please leave blank where not applicable.	**Year** that the evidence is from	**Assessor's Judgement – valid** or **not valid**? 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.			

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

*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

11238NAT – Diploma of Christian Ministry and Theology

To whom it may concern: The person named below is applying for Recognition of Prior Learning for the Diploma of 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.

Name of RPL Candidate:	
Name of Supervisor:	
Email Address:	
Phone Number(s):	
Name of Church in which the Supervisor worked with the candidate:	
Website of Church:	
Period(s) of time that the candidate worked with the Supervisor (approximate dates):	
Supervisor's role / job title / position in the organisation while working with the candidate:	
Relevant qualifications or experience of supervisor (please write below or provide resume):	

SUPERVISOR TO COMPLETE THE FOLLOWING WITH RESPECT TO THE CANDIDATE: I verify that I have observed this candidate **(please tick ✓ if applicable):**	**Not really**	**Sometimes**	**Frequently**
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			

Name of RPL Candidate:			
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			

Name of RPL Candidate:			
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.

Supervisor Name / Signature:	
Date:	

RPL Audience Member Testimonial Form

11238NAT – Diploma of Christian Ministry and Theology

To whom it may concern: The person named below is applying for Recognition of Prior Learning for the Diploma of 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.

Name of RPL Candidate:	
Name of Audience Member:	
Email Address:	
Phone Number(s):	
Name of Church in which you have associated with the candidate:	
Website of Church:	
Period(s) of time that you have known the candidate (approximate dates or years):	
In what situations have you heard the candidate talk about Christianity or Theology? (e.g. Preaching, Bible Study Groups, One on one, etc)	

SUPERVISOR TO COMPLETE THE FOLLOWING WITH RESPECT TO THE CANDIDATE: I verify that I have observed this candidate **(please tick ✓ if applicable):**	**Not really**	**Sometimes**	**Frequently**
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			

Name of RPL Candidate:			
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			

Name of RPL Candidate:	

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.

Supervisor Name / Signature:	
Date:	

RPL Submission Overview

Student Name:	
Mobile phone:	
Email:	
Work phone (if ok to call):	

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**
Past Studies			
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:			
Sermon Documents (produced in paid or voluntary capacity):			
Sermon or message plans, notes or outlines			
Sermon resources			
Other:			
Audio/Video Recordings			
Of your Preaching			
Other:			
Third Party Reports			
References from Supervisors or Mentors			
Supervisor Testimonial			
Audience Member Testimonial			
Letters or emails of thanks from host Churches			
Other:			

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

Please add as many rows or pages as necessary.

Overview of Units of Competency

To achieve the qualification 11238NAT - Diploma of Christian Ministry and Theology, the learner must complete 10 units.

Mandatory Units (complete all)	**Seeking RPL for?** (yes or no)	**RPL Assessment Outcome** (RPL-G or RPL-NG)
NAT11237002 Interpret biblical texts		
NAT11238001 Apply advanced knowledge of the Bible		
NAT11238002 Compare and explain Christian Beliefs		
NAT11238003 Research and present a biblical theme		
NAT11237005 Apply Christian ethics to contemporary issues		
Elective Units (complete 5)	**Seeking RPL for?** (yes or no)	**RPL Assessment Outcome** (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.

Student Name / Signature:	
Date:	

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

*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).