



UNDERGRADUATE CERTIFICATE IN MINISTRY

AWARD SUMMARY

CRICOS: None

Nomenclature: CertMin

AQF Level 5-7 Undergraduate Certificate

Entry Requirements An Australian Tertiary Admission Rank (ATAR) of 65 or its equivalent (e.g. OP \leq 16; OR Satisfactorily completed Year 10 in the Australian school system, or its equivalent; OR Mature Age and Special Entry Admissions for those who have reached the age of 21, with evidence of capacity for successful study at this level AND Satisfactorily completes a pre-enrolment interview with a relevant course advisor.

Duration: Six months full-time or one year (maximum) part-time.

Attendance Type: Full-time, part-time.

Delivery Mode: Online, face-to-face, or multi-modal

Structure: The Undergraduate Certificate in Ministry requires 36 credit points (4 units) from the list of approved units listed in Schedule 1. All units are taken from the Schedule 1 of units for the award.

English Proficiency

Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally require a minimum IELTS (or equivalent) score of 6.0 in all bands of the test with no score less than 5.5 in all bands of the test.

Enrolment

Contact the Registrar of the Member Institution with whom you intend to study for enrolment and fee details.

Graduate Profile and Rationale

The Undergraduate Certificate in Ministry provides students with the opportunity to

undertake AQF Level 5 study in practical ministry-oriented disciplines, in order to enhance their prospects of employment in a ministry setting, within a church or parachurch context.

The Undergraduate Certificate in Ministry provides opportunity to gain knowledge and skills appropriate for engagement in practical Christian ministry within a limited scope of defined operation.

Course Outcomes

Knowledge

Graduates will have:

Introductory biblical and theological knowledge and knowledge of technical concepts and processes involved in a practical area of service as a basis for effective performance and for further learning.

Skills

Graduates will have cognitive, communication, and technical skills in a ministry-related body of knowledge, so that they are able to:

- identify, analyse, and act on ministry-oriented information from a range of foundational sources;
- express ideas and perspectives related to Christian faith;
- communicate ministry-related knowledge, skills and ideas to others.

Applications of Knowledge and Skills

Graduates will have the ability to:

- demonstrate an understanding of theological knowledge by applying it in Christian ministry;
- perform technical operations within a specific field of Christian ministry, taking personal responsibility for them;
- organise the work of self and others and plan and coordinate the work of teams within well-defined parameters.

Academic regulations for the Undergraduate Certificate in Ministry

1 Admission to Candidature

1.1 An applicant for admission to candidature into the Undergraduate Certificate in Ministry shall have:

- 1.1.1 An Australian Tertiary Admission Rank (ATAR) of 65 or its equivalent (e.g. OP \leq 16; OR
- 1.1.2 Satisfactorily completed Year 12 in the Australian school system, or its equivalent; OR
- 1.1.3 Mature Age and Special Entry Admissions for those who have reached the age of 21, with evidence of capacity for successful study at this level; AND
- 1.1.4 Satisfactorily completes a pre-enrolment interview with a relevant course advisor.

1.2 A candidate for the Undergraduate Certificate in Ministry shall be designated as full-time or part-time. A student is designated as full-time if enrolled in three units (27 credit points) or more in a semester or part-time if enrolled in less than three units (27 credit points) per semester.

1.3 No candidate for the Undergraduate Certificate in Ministry may be concurrently enrolled in any other undergraduate or postgraduate course within the University College or any other tertiary institution, unless approval has been granted by the Academic Board.

1.4 Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally will be required to demonstrate competency in English by:

- 1.4.1 achieving an IELTS (or equivalent) result of 6.0 with no score below 5.5 in all bands of the test.

1.5 Application for enrolment in the Undergraduate Certificate in Ministry is made to the Registrar of the appropriate Member Institution offering the program.

2 Course Structure

2.1 The Undergraduate Certificate in Ministry requires the completion of 36 credit points (4 units) which shall include:

- 2.1.1 9 credit points from the list of units in Part A of the Schedule of Units for the award; and
- 2.1.2 18 credit points from the list of units in Part B of the Schedule of Units for the award; and
- 2.1.3 9 credit points chosen from any other units in the Schedule of Units for the award.

2.2 Where equivalent AQF 7 units are available, the above requirements may be met through the taking of AQF 7 units instead.

3 Period of Candidature

3.1 The period of candidature for the Undergraduate Certificate in Ministry shall normally be six months full-time and up to two years part-time.

3.2 In certain circumstances the Student Support Administration Committee may grant course extensions.

4 Leave of Absence

4.1 The Student Support and Administration Committee may grant leave of absence. The period of leave shall not be counted as part of the period of candidature for the Undergraduate Certificate.

4.2 A leave of absence cannot be granted beyond the end of 2025, when the accreditation of this course will expire, unless otherwise determined by the regulatory authority.

4.3 The period of leave shall normally be one semester after which a candidate may apply for a further period of one semester or will be required to complete candidature.

5 Assessment

5.1 The assessment of units shall be in the manner approved by the Academic Board in line with the University College's established guidelines for assessment packages at the undergraduate level.

5.2 Students may be required by the Academic Board to present themselves for oral examination.

5.3 Academic and non-academic misconduct will be penalised in accordance with the Regulations and Policies of the University College, whose stipulations are severe.

6 Credit

6.1 Candidates from other institutions or with other awards may seek credit up to a maximum of 18 credit points in the Undergraduate Certificate in

Ministry.

- 6.2 Credit will be granted for units that are from an equivalent award or institution and have outcomes, content, demand hours, and assessment equivalent to that of units in the Undergraduate Certificate in Ministry.

7 Progress to Further Awards

- 7.1 Students who complete the Undergraduate Certificate in Ministry will be eligible to proceed to the University College Diploma of Ministry or Diploma of Theology with full credit of 36 credit points.
- 7.2 Students who complete the Undergraduate Certificate in Ministry with AQF7 units in the award will be eligible to proceed to the Bachelor of Ministry or Bachelor of Theology with a maximum of 36 credit points according to the number of AQF 7 units taken (9 credit points each).

8 Saving Clause

- 8.1 Notwithstanding anything to the contrary contained herein, the Academic Board of the University College may, in any case in which it may deem it appropriate to do so, vary, dispense with, or suspend any requirement or prescription by these regulations, and report forthwith to the Council of the University College.

SCHEDULE 1

The list of approved units for the Undergraduate Certificate in Ministry:

1. Part A

Choose **ONE** unit from:

B5101 Survey of the Bible
B5120 Survey of the Old Testament
B5150 Survey of the New Testament
M5109 Engaging in Discipleship
P5104 Introduction to Theological Study
T5105 Introduction to Christian Doctrines
P5159 Church Movement Distinctives (Bethel)
P7259 Church Movement Distinctives (Bethel)

2. Part B

Choose any **TWO** units:

C5100 Basic Pastoral Counselling
C5127 Introduction to Chaplaincy
H5100 Christian History Survey
H5110 Survey of the Early Church
H5150 Reform and Reformers
M5100 Introduction to World Mission
M5127 Introduction to Cross-Cultural Mission
P5101 Introduction to Pastoral Ministry and Practice
P5110 Introduction to Youth Ministry
P5113 Children's Ministry
P5115 Developing a Youth Ministry
P5148 Basics of Christian Worship
P5150 Basics of Pastoral Preaching
P5155 Introduction to Christian Leadership
P5171 Supervised Ministry 1
P5172 Supervised Ministry 2
S5100 Introduction to Personal Formation
P51XX Christian Literature and Western Civilization
S51XX Human and Spiritual Development
T51XX Christian Thought and Modern Ethics
T51XX Theology and the Environment
S5101 Personal Formation
S7101 Personal Formation
P5194 Fieldwork
P7194 Fieldwork
M5128 Developing Cross-Cultural Competence
M7228 Developing Cross-Cultural Competence

3. Part C

Choose **ONE** unit from any other units listed in Parts A and B above.

Version	Date approved	Changes
1.0	4/5/20 Academic Board	Approved
2.0	5/6/23 Academic Board	Additional ACOM units
3.0	4/3/24 Academic Board	IELTS or equivalent levels for admission