# STUDENT

# HANDBOOK

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# C O N T E N T S

# 1. INTRODUCTION

## Message from the Executive Vice President

*I want to take this opportunity to welcome you to College. I am convinced that this is going to be one of the greatest times of your life!*

*Here at Hillsong International Leadership College, our aim is not just to input head knowledge, but to impart a spirit of faith and life. You will discover that the Word and Spirit will begin to work in all areas of your life. This should not come as a surprise, as you have chosen to dedicate this season to the study of 'His Word' which is 'living, active and sharper than a two edged sword.' It will definitely have an impact upon you if you receive it with faith.*

PASTOR MARK HOPKINS
EXECUTIVE VICE PRESIDENT

*Throughout your time here you will also be developed in your leadership and ministry gifts, so there are a number of things I encourage you to do in order to maximise the effectiveness of this year:*

- *Go all out in your love for God. Personal prayer and study is essential.*
- *Keep a soft heart at all times.*
- *Be prepared to deal with areas of your life that the Spirit brings conviction to.*
- *Always remain teachable.*

*This handbook is designed to help you understand our expectations of you. Take the time to read it and get acquainted with the policies and procedures it outlines. If you understand these, then together we can create a powerful learning environment.*

*Looking forward to a great season together!*

Ps. Mark Hopkins
Executive Vice President
Hillsong International Leadership College

## The Hillsong Discipleship Program

Hillsong International Leadership College is a part of the heartbeat and vision of Hillsong Church. Under the direction of Senior Pastors Brian and Bobbie Houston, the college is committed to raising, training and equipping a leadership generation for global influence, in accordance with the mandate of Hillsong Church.

Under the banner of Hillsong Church, we believe in offering every student the unique opportunity to be a part of a full discipleship and ministry training program. We believe our program will empower you to have your life transformed as you engage in the full breadth of our training experience. This transformation and training takes place in a number of ways:

1. You will be totally immersed into the life of Hillsong Church – or your own local Sydney church - and be involved in the actual work of the ministry every week.

2. You will learn skills for ministry from our Hillsong team and have the opportunity to outwork them on site, in a thriving local church.

3. You will be an integral part of the ministry teams in our midweek programs, (eg. Sisterhood, Youth) as well as our large scale church events (eg. live album recordings, Colour Conference, Hillsong Conference).

4. You will also be enrolled into one of our ministry training courses that will equip you to achieve a series of learning outcomes for effective ministry.

To help you maximise this exciting leadership journey, our College and Church team are committed to ensuring that you are developing in every area of your life.

Our goal is that you would not simply graduate with a training qualification, but a life transformed, by your investment into the whole discipleship process and our investment into each of you.

## The Student Handbook

This Student Handbook is designed as a guide for life at Hillsong International Leadership College.  It tells you what to expect at college and what expectations we place on you as you seek to prepare yourself for Christian ministry.

This College is concerned not only with academic performance but also with the character development of each student. The following guidelines are provided for all students and it is your responsibility to read and become familiar with all of them.

Our desire is to see you equipped for Christian ministry and for your personal life, to be spiritually enriched as you develop a lifestyle that is consistent with the high calling of a disciple of Christ.

It is our plan and hope to ensure that each student is able to leave College having caught the essence of who we are and what we do at Hillsong International Leadership College and Hillsong Church, and that you will have both practical and theoretical tools at your disposal. It is also our prayer that first and foremost you will know God more intimately and completely whilst you are here, and that your lives will be enriched to the deepest measure attainable.

## The College

Hillsong International Leadership College has two campuses:

**Hills Campus**

| | |
|---|---|
| Address | Cnr Norwest Boulevard & Solent Circuit |
| | Baulkham Hills  NSW  2153 |
| | Australia |
| Postal Address | PO Box 1195 |
| | Castle Hill   NSW   1765 |
| | Australia |

**Hills Contact Details**

| | |
|---|---|
| Phone | (02) 8853 5200 |
| Fax | (02) 8853 5298 |
| Email | college@hillsong.com |
| Website | www.hillsongcollege.com |

**City Campus**

| | |
|---|---|
| Address | 188 Young Street |
| | Waterloo   NSW   2017 |
| | Australia |
| Postal Address | PO Box 797 |
| | Strawberry Hills NSW 2010 |
| | Australia |

**City Contact Details**

| | |
|---|---|
| Phone | (02)9775 3614 |
| Fax | (02) 8853 5298 |
| Email | cityadmin.hilc@hillsong.com |
| Website | www.hillsongcollege.com |

**Hillsong Church Vision Statement**

*The Church that I See*

The Church that I see is a Church of influence. A Church so large in size that the city and the nation cannot ignore it. A Church growing so quickly that buildings struggle to contain the increase.

I see a Church whose heartfelt praise and worship touches heaven and changes earth. Worship that influences the praises of people throughout the earth, exalting Christ, powerful songs of faith and hope.

I see a Church whose altars are constantly filled with repentant sinners responding to Christ's call to salvation.

Yes, the Church that I see is so dependent on the Holy Spirit that nothing will stop it nor stand against it. A Church whose people are unified, praying and full of God's Spirit.

The Church that I see has a message so clear that lives are changed forever and potential is fulfilled through the power of His Word. A message beamed to the peoples of the earth through their television screens.

I see a Church so compassionate that people are drawn from impossible situations into a loving and friendly circle of hope, where answers are found and acceptance is given.

I see a people so Kingdom minded that they will count whatever the cost and pay whatever the price to see revival sweep this land.

The Church that I see is a Church so committed to raising, training and empowering a leadership generation to reap the end-time harvest, that all its ministries are consumed with the goal.

I see a Church whose head is Jesus, whose help is the Holy Spirit and whose focus is the Great Commission.

Yes, the Church that I see could well be our church, Hillsong Church.

Brian Houston

## Hillsong International Leadership College: Mission Statement

The Mission Statement of Hillsong International Leadership College is based on the Mission Statement of Hillsong Church:

> To provide Bible-based ministry training, within the culture of the Hillsong Church ethos and practice, that equips leaders with competence to challenge pervading world views and to impact in every sphere of life with the Christian message

## College Personnel

As College staff and faculty, we believe that your time here at Hillsong International Leadership College can be one of the most life changing experiences of your life. That is our desire for you and we pray that you will come here with the same expectation.

| | | |
|---|---|---|
| Presidents | Brian & Bobbie Houston | |
| Executive Vice President | Mark Hopkins | mark.hopkins@hillsong.com |
| Academic Dean | Duncan Corby | duncan.corby@hillsong.com |
| Principal (City) | Catrina Henderson | catrina.henderson@hillsong.com |
| Principal (Hills) | Lee Burns | lee.burns@hillsong.com |
| **Faculty Hills** | | |
| Head Trainer (Pastoral Leadership)/Course Developer | Tina Brown | tina.brown@hillsong.com |
| Trainer (Pastoral Leadership) | Terry Scott | terry.scott@hillsong.com |
| Trainer (Pastoral Leadership | Tom Bachtle | tom.bachtle@hillsong.com |
| Trainer (Pastoral Leadership) | Kylie Beach | kylie.beach@hillsong.com |
| Trainer (Pastoral Leadership) | Angela Bachtle | angela.bachtle@hillsong.com |
| Librarian /Trainer (Pastoral Leadership) | Judy Saunders | hillslibrary@hillsong.com |
| Trainer (Pastoral Leadership) | Matthew Fitzgerald | matthew.fitzgerald@hillsong.com |
| Trainer (Pastoral Leadership) | Margaret Stunt | margaret.stunt@hillsong.com |
| Trainer (Pastoral Leadership) | Michelle Leaney | michelle.leaney@hillsong.com |
| Trainer (Pastoral Leadership) | Chris Parkes | chris.parkes@hillsong.com |
| Trainer (Pastoral Leadership) | Sarah Boyd | sarah.boyd@hillsong.com |
| Trainer (Pastoral Leadership) | Tania Braun | tania.braun@hillsong.com |
| Trainer (Pastoral Leadership) | Jyoti Singh | jyoti.singh@hillsong.com |
| Student Counsellor | Susan Smith | susan.smith@hillsong.com |
| Head Trainer (Worship Music) | Aran Puddle | aran.puddle@hillsong.com |
| Trainer (Worship Music) | Katie Dodson | katie.dodson@hillsong.com |
| Trainer (Worship Music)/Course Developer | Ray Badham | ray.badham@hillsong.com |
| Trainer (Worship Music) | David Andrew | david.andrew@hillsong.com |
| Trainer (Worship Music) | Daryl Thompson | daryl.thompson@hillsong.com |
| Trainer (Worship Music) | Bob Mpofu | bob.mpofu@hillsong.com |
| Trainer (Worship Music) | Sheila Mpofu | sheila.mpofu@hillsong.com |
| Trainer (Worship Music) | Kylie Fisher | kylie.fisher@hillsong.com |
| Trainer (Worship Music) | Isaac Soon | isaac.soon@hillsong.com |
| Trainer (Worship Music) | Mallory McKay | mallory.mckay@hillsong.com |
| Trainer (TV& Media/Production) | Andreas Kranzler | andreas.kranzler@hillsong.com |
| Trainer (TV& Media) | Bruce Hogan | bruce.hogan@hillsong.com |
| Trainer (TV& Media) | Lindley Joyner | lindley.joyner@ljfm.com.au |
| Trainer (TV& Media) | Chris Perry | chris@chrisperrydesign.com.au |
| Trainer (Production) | Mike Cuthbertson | michael@lifestylesystems.com.au |
| Trainer (Production) | Muchiri Gateri | mush@hillsong.com |
| Trainer (Production) | Trevor Beck | trevor@tonedef.com.au |

| | | |
|---|---|---|
| Trainer (Dance) | Carolyn Smolek | carolyn.smolek@hillsong.com |
| Trainer (Dance) | Emily Crawford | emily.crawford@hillsong.com |
| Campus Manager (Hills) | Duane Raitt | duane.raitt@hillsong.com |
| **Faculty City** | | |
| Head Trainer (Pastoral Leadership) | Ben Cochrane | ben.cochrane@hillsong.com |
| Trainer (Pastoral Leadership) | Tracy Barrell | tracy.barrell@hillsong.com |
| Trainer (Pastoral Leadership) | Allen Yam | allen.yam@hillsong.com |
| Trainer (Pastoral Leadership) | Kathy Squillace | kathy.squillace@hillsong.com |
| Trainer (Pastoral Leadership) | Bjorn Lurling | bjorn.lurling@hillsong.com |
| Trainer (Pastoral Leadership) | Andy Koblischke | andy.kolischke@hillsong.com |
| Head Trainer (Worship Music) | Mary Capper | mary.capper@hillsong.com |
| Trainer (Worship Music) | Matt Capper | matthew.capper@hillsong.com |
| Trainer (Worship Music) | Marlaena Warkentin | marlaena.warkentin@hillsong.com |
| Trainer (Worship Music) | Deanna Ezrol-Kennedy | deanna.ezrol-kennedy@hillsong.com |
| Trainer (Worship Music) | Matt Hann | matthew.hann@hillsong.com |
| Trainer (Worship Music) | Mel Huddleston | melanie.h@hillsong.com |
| Trainer (Worship Music) | Grant Klaassen | grant.klaassen@hillsong.com |
| Trainer (Worship Music) | Nathan Hannaford | nathan.hannaford@hillsong.com |
| Trainer (Worship Music) | Kevin Kwan | kevin.kwan@hillsong.com |
| Campus Manager (City) | Alicia De Gouveia | alicia.degouveia@hillsong.com |
| | | |
| Degree Coordinator | John Scott | john.scott@hillsong.com |
| Trainer (Pastoral Leadership) | Robert Fergusson | robert.fergusson@hillsong.com |
| Trainer (Pastoral Leadership) | Amanda Fergusson | amanda.fergusson@hillsong.com |
| Trainer (Pastoral Leadership) | Betty Johnston | betty.johnston@hillsong.com |
| Workplace Training Coordinator | Kate Smith | collegefieldwork@hillsong.com |
| Workplace Training Assistant | Ashley Parkhouse | collegefieldwork@hillsong.com |
| Course Development (Training Systems & Compliance) | Julia Cuthbertson | julia.cuthbertson@hillsong.com |
| **Administration Staff** | | |
| Finance & Administration Manager | Peter Cain | peter.cain@hillsong.com |
| Administration & Training Assistant | Joy Konecny | collegefinance@hillsong.com |
| Acting Registrar | Jyoti Singh | collegeregistrar@hillsong.com |
| Registrar designate | Pamela Wong | collegeregistrar@hillsong.com |
| Assistant to Registrar | Gudrun Sveinsdottir | collegeregistrar@hillsong.com |
| Accommodation Coordinator | Pete Hufton | collegehouseinghills@hillsong.com |
| Personal Assistant to Executive Vice President and Principal (Hills) | Jose Huergo | jose.huergo@hillsong.com |
| Campus Administrator (City) | Sneha Cherian | sneha.cherian@hillsong.com |
| Campus Administrator (City) | Sarah Edmiston | sarah.edmiston@hillsong.com |
| Marketing Manager | Aaron Mullay | aaron.mullay@hillsong.com |
| | Sandy Hopkins | sandy.hopkins@hillsong.com |
| Admissions Coordinator | Christian Dunn | admissions@hillsong.com |

| Admissions Assistant | Juliette Spurling | admissions@hillsong.com |
| Receptionist | Laura Murphy | laura.murphy@hillsong.com |
| | Rebekah Burgess | college@hillsong.com |

## College History

Hillsong International Leadership College (HILC) arose as an integral part of the overall national and international ministries of two churches: Hills Christian Life Centre and Sydney Christian Life Centre. The church is now known collectively (since 2001) as *Hillsong Church*, with three main worship centres located in Sydney (Hills, City and Southwest), one in Brisbane along with numerous Extension Services in the greater Sydney area. The church currently has an attendance in excess of 20,000 people each weekend[1].

Historically, HILC emerged from two separate entities founded by the two churches that are now Hillsong Church, however both Colleges were integrally connected from the beginning and developed along the lines of a similar ethos. The shared goal was to provide a training centre that specialised in ministry and leadership development and was grounded in the local church setting. Theological education and training was based on a ministry model with a creative arts emphasis and strongly undergirded by values of excellence, dedication and servanthood.

College courses were specifically developed to meet the practical needs of leadership in the Assemblies of God denomination, while at the same time providing graduates with a recognisable level of qualifications comparable to theological colleges of other Protestant denominations.

The two separate college campuses that exist today (Hills and City) and each have their own unique history:

## City Campus

What is now known as the City Campus of HILC, began in 1983 as the *International Institute for Creative Ministries* (IICM) under the vision and leadership of Sydney Christian Life Centre. The curriculum centred largely around the creative arts with the goal to train students to express their faith in the areas of music, dance, drama and visual arts in both church and secular contexts. Ministry, theology and missions were also incorporated into the courses. The awards, *Advanced Ministry Certificate*, *Diploma in Creative Ministries, Diploma in Ministry,* and *Diploma in Missiology* were available to students. International students comprised a high proportion of the student body and courses were endorsed by the Department of Immigration and recognised by the Asia-Pacific Theological Association (APTA) and the Assemblies of God (AOG) denomination.

In 1990, Robert Fergusson became Principal, taking the reins from David Johnson, and led the College to focus more on practical ministry training in the local church setting. College classes were moved back to the church venue and in 1993, the name was changed to *Aquila College of Ministries* to reflect this shift. At this stage, the student body numbered approximately 50-70 students.

During the decade of the 1990s, students could study 1-year (*Advanced Certificate of Ministry*) or 2-year courses *(Associate Diploma in Ministry or Creative Ministries*).

In 2000 the College amalgamated with Hills Leadership College and Duncan Corby was appointed Principal of the City campus. Today, the City campus of the College has a student body of approximately 400 students and has its own distinct flavour with ministries and training centring on the suburbs of the inner city.

## Hills Campus

What is now known as the Hills Campus of HILC began as the training arm of Hills Christian Life Centre in 1988 as an extension of IICM. It began under the leadership of Ian Fuller with approximately 75 students. It was known as *Power Ministry School*, soon after to become *Power Ministry College* in 1992 under the direction of Steve Kelly. In

1993 the Hillsong School was established to provide training for Christian musicians, as well as a School of Music established to nurture younger musicians.

PMC pursued its own curriculum and gained official accreditation initially with the Department of Foreign Affairs, then later with VETAB, gaining recognition for the Certificate IV in Ministry in 1996 and the Diploma of Ministry in 1999.

Mark Hopkins became Director in 1996 and the name changed to *Hills Leadership College*, incorporating the Hillsong School and the School of Music. In 1998, Marilyn Brett joined the faculty as Principal of the Hillsong School, replacing Cathy Coluccio as well as Max Zalakos, who was Principal of the Leadership College from 1991 to 1997.

## One College

In 1999 Hills Christian Life Centre joined with Sydney Christian Life Centre, its 'parent church' to become Hillsong Church. During 1999 preparation began to bring the two colleges together and at the beginning of 2000, *Aquila College of Ministries* and *Hills Leadership College* officially became one. The new College became Hillsong International Leadership College with two campuses: City and Hills.

As Hillsong International Leadership College, the student population has grown rapidly to approximately 1,000 fulltime students across the two campuses with a majority of students originating from overseas countries. The College was approved as a Registered Training Organisation (RTO) in December 2002 and current courses are all accredited by the Australian Government and include the Certificate IV in Ministry, the Diploma of Ministry and the Advanced Diploma of Ministry. The Advanced Diploma is unique in its combination of class work with a part-time internship for students alongside Hillsong Church staff in a variety of church and ministry departments. Currently, the College is preparing to offer Higher Education courses in order to further broaden its capacity to train leaders and provide excellence in all facets of training including academic fields.

Throughout its history, the College has remained committed to building, empowering and releasing leaders for ministry. Today the College is in a stronger position than ever with a core of committed and qualified staff, plus an international network of guests and ministries. The College ever reflects the heart and life of Hillsong Church whose mission is to build and empower leaders to impact every sphere of life.

## Student Code of Conduct

One of the College's most important goals is to facilitate the growth and development of Christian character in line with biblical principles. It is expected that College students live in such a manner that brings glory to Christ in their behaviour and attitudes both in and outside of College settings. Therefore each student is expected to:

- Abstain from biblically immoral practices including; drunkenness, stealing, slanderous or profane language, dishonesty, occult practices and sexual sins (premarital sex, pornography, adultery and homosexuality) or any other behaviour that is considered detrimental to Christian character and witness.
- Avoid attitudes (such as greed, jealousy, pride, bitterness, needless anger and discrimination) and behaviour (such as gossip, divisiveness and complaining) that disrupts the unity and health of the College body.
- Show respect and consideration for other members of the student body and their property.
- Show respect for staff and faculty and co-operate with the aims and endeavours of the College and Church.
- Attend all prescribed College classes, ministry sessions and activities required by the College program unless formally excused (on compassionate basis).
- Refrain from dishonest academic practices as outlined in the Academic Misconduct policy (Section 5: Academic Policies and Procedures).
- Abstain from alcohol for the duration of studies at College.(this includes all college breaks including the period between finishing an old and commencing a new award.)
- Be neat, clean and modestly dressed.
- Follow the guidelines in this Handbook.

The College will provide the framework and support needed to bring personal growth. If students find however, that they are genuinely struggling with such issues, we advise they speak to College staff and allow them to bring guidance, counsel and correction to the situation. Any behaviour that contravenes the Student Code of Conduct will result in disciplinary action (Ref: Student Behaviour and Course Progress Policy). Any behaviour that compromises the welfare of other students will result in immediate termination of enrolment.

# 2. LIFE ON CAMPUS

## Attendance

As leaders in training, students are expected to be diligent in their attendance at all timetabled classes, practical training sessions, Conferences and College activities. Attendance at these is a requirement of the College, and students are expected to attend all sessions for which they are enrolled. For International Students attendance in all classes are required as part of their Student Visa.

Students are not permitted to attend classes for which they are not enrolled.

Absences are allowed for exceptional circumstances such as sickness or trauma.

Class attendance is tracked by the College via electronic scanners. It is the student's responsibility to ensure they scan in using their Student ID card. Weekend service attendance is tracked via the portal survey which is monitored on a weekly basis through your core tutorials. Fieldwork attendance is tracked via your passport which is signed by your Specialist on a weekly basis.

Any student that is recorded absent from classes during a week of study will be followed up by their tutorial leader in their weekly tutorial. The student will be required to provide an explanation of their absence, and agree to modify behaviour as necessary to meet the College's attendance expectations. The tutorial leader will make the appropriate comments on the student's Collegeworx record.

Any student who consistently misses classes, and who fails to take the appropriate steps to bring their attendance into line with the College's expectations, will be placed on a Behavioural Intervention program, as per the College's Student Behaviour Policy.

If the student does not comply with the requirements of this program, termination may result (ref: Termination of Enrolment Policy). For international students, this will include reporting to Department of Immigration and Citizenship (DIAC) via PRISMS by the Registrar. Students will be notified in writing by the Registrar prior to this occurring.

In addition, as part of their enrolment into College courses and training for ministry, students are required to fulfil the expectations of leadership in their local church. For students who attend Hillsong as their local church, this includes attendance at Heart and Soul Evening, and Hillsong Men or Sisterhood.

## Calendars and Timetables

All calendars and timetables can be found on the Student Portal. Carefully check the appropriate calendar for your academic program.

## Change of Contact Details

If you change your address or contact details during the year, you must notify the College office within 7 days. This assists us with official correspondence, mail-outs and helps us to keep in touch with you. To do this, complete a Change of Contact Details Form on the Student Portal and submit the form to the College Office.

International students must note that notifying the College within 7 days of change of contact details is a requirement set by DIAC. Failure to do so is in breach of visa conditions.

## Changing Churches, Campuses or Ministries

If the need arises for a student to change church campuses or ministries, it is first to be discussed with their Core Tutorial Leader in conjunction with the Workplace Training Coordinator to obtain approval. Students are asked not to change churches, campuses or ministries until approval has been given.

## Chapel

Chapel is a vital time full of life and God's presence where students come together each week, have praise and worship led by the students, prayer and praise reports, and a message from Hillsong staff, guest speakers or students. In chapel you will be encouraged, challenged, and given the opportunity to lead others into the presence of God. Chapel attendance is compulsory.

## Class Breaks

There will be small breaks between classes. Students are asked not to prolong the break or enter into any activity that may delay recommencement of classes. NO food or drink is to be consumed during a class, apart from water.

## College Housing

For those students who are living in College housing, it is necessary to keep up to date with rental payments. If students do not pay their rent on time, they will be asked to leave college housing or be suspended from college until their rent is paid**.**

For all college housing issues and payments, students may contact the accommodations office (collegehousinghills@hillsong.com [Hills] or collegehousingcity@hillsong.com [City])

## Comments and Suggestions

The College welcomes any practical suggestions or ideas from students that will assist the improvement of the college. This is your college and we desire to create an environment in which students flourish and learn to the best of their potential. If you do have any constructive feedback, please speak with the Head Students, email college@hillsong.com (hills) and cityadmin.hilc@hillsong.com (City) or make an appointment with a staff member. Appointments can be arranged via email or through the College Office.

## Complaints and Appeals

For appeals relating to specific assessment results, see 'Assessment Appeals'. For all other matters including discipline, finances, and interpersonal issues, the following steps apply:

1.  Students need to feel free to discuss any issues about any College related matter with their tutorial leaders

2.  If the issue cannot be resolved informally in these initial discussions, the student should lodge a formal complaint or appeal. This is done by downloading, completing and submitting a Complaint or appeal form, available on the student portal. These forms must be submitted within 20 days of the initial complaint/appeal.

3. Once the student completes the first Complaint or appeal form, they must submit the form to Campus Manager. The complaint or appeal will then commence being acted upon by the College's Executive Team within 10 working days, with the aim of finalizing the process as soon as practicable.

4. As the College Executive Team processes the complaint, the student has the opportunity to formally present their case to the team. This is at no cost.

5. If a student chooses to access the complaints and appeals process, HILC will maintain the student's enrolment while the complaint/appeal process is ongoing.

6. Students have the right to have their complaint/appeal heard by an independent arbitrator at any time. Students are also permitted to bring to any meetings a person of their choice as moral support.

7. If the College cannot resolve the issues to the satisfaction of all parties, an independent arbitrator will be asked to oversee the case. The College has arrangements in place for independent arbitration.

8. A student can request for an independent arbitrator to be involved. These services are provided by Australian Council of Private Educators and Trainers (ACPET):

9. The cost of having an independent arbitrator involved will be borne mostly by the College. An amount from $0 up to $50 may be passed on to the student. The student will be advised of this prior to any cost being incurred.

10. If the internal or any external complaint/appeal handling process results in a decision that supports the student, HILC must immediately implement any decision and/or corrective and preventative action required and advise the student of the outcome.

11. The outcome will be communicated in writing to the student.

12. If the student is not happy with the outcome they can contact the Australian Skills Quality Authority (ASQA) 1300 701 801 or email on complaintsteam@asqa.gov.au. or the Educations Services for Overseas Students Helpline (02) 6240 5069.

The availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

## Conferences

Students are expected to participate in conferences held throughout the year, including *Colour Your World* (Women's Conference), Hillsong Conference and Men's Conference. (Attendance at the State ACC Conference is optional). These conferences have a national and international impact and students will experience the life-changing privilege of being involved in them. Students are expected to be available during the day and evening and will need to notify employers of their unavailability during conferences. Check the online calendar for specific dates.

## Contact Points

All appointments with college staff are usually made via email. Staff members are available to assist students in a variety of areas. Individual email addresses are available in the staff directory at the beginning of this document. Make an appointment with the following:

- Pastoral, academic, financial and enrolment issues - Tutorial leaders
- Academic issues – Trainers, Tutorial Leaders, Training Manager

- Housing issues – Accommodation Co-ordinator
- Student Visa/International Student issues – International Student Contact Officer

The Head Students are also available for your assistance.

## Counselling Services & Pastoral Care

The College places emphasis on building believers who are mature and effective in every sphere of life. To this end there are a number of ways that we can help students work through personal issues they may be facing.

If you find that you need pastoral care assistance, counselling or prayer, please follow these avenues:

1.  Contact your tutorial leader.

2.  Hillsong Church Pastoral team: some of our Hillsong Church Pastoral Care team are also available to see students via appointment or your own pastoral network if you attend another local church. In order to organise an appointment contact the campus Pastoral Care administrator;

    City    Leslie Morrow
    Hills    Lyndelle O'Rourke

3.  If professional counselling services are required, you will be referred to our College counsellors or by the college (or other pastoral staff) to Christian counsellors that partner with Hillsong Church and College:

    Waterloo City Care Centre
    Unit 20, 198 -222 Young Street
    Waterloo NSW  2017 Ph: 9775 3737

    Hillsong Health Centre
    Unit 105 Solent Crt
    Baulkham Hills NSW 2153 Ph: 8846 4666

Students receiving counselling will be required to sign a Consent Form, and all information provided by the student will remain strictly confidential and will not be released to any person outside the College Executive without the student's written permission (which is NOT given by the signing of the Consent Form).

## Dating and Relationships

Whilst attending College, the primary purpose of students should be to successfully prepare for ministry and leadership. This will only be achieved by focusing on this goal, hence our general preference is that students do not date while studying at College.

While it is possible that some students may find their life partner while at College, dating is not permitted between full time college students until after the first semester of study. After this time, dating between full time college students is permissible only with the consent of the Principal or Tutorial Leader. If a relationship between students ends, there is to be a 3-month period before entering a new one.

Any commencement of a relationship between a full time student and a non-college person, within the year of study, should be prayerfully considered and it is required that students speak to their Tutorial Leader first.

## Evacuation

Both campuses have a fire alarm system that is tested throughout the year. If under any circumstances the fire alarms are activated, students must leave the building through the main exits or fire doors. Exit signs are illuminated. Assemble in the designated Safe Area (Hills Campus grass area across from the porte-cochere/far carpark on the chapel side/grass area near the Western foyer; City Campus City Care Car Park on Young Street). Refer to the maps (Appendix 1) for exits. Twice a year students will be instructed in the evacuation procedures during mandatory fire drills.

## Graduation

At the end of each year, the College celebrates graduation at the Graduation Dinner and Ceremony. Attendance at the Graduation Dinner, Ceremony and scheduled rehearsals is *compulsory* for all students (graduating and continuing). Furthermore, students are not to leave for holidays until after Graduation week has concluded (Refer to the College Calendar).

To be eligible to graduate, a student must:
- complete and pass all the necessary subjects and assessments
- have satisfactory attendance at College activities
- pay student fees, rent and library fines in full by the last week of semester
- return all library books

The dress code for Graduation Ceremony is semi-formal. Students will not be able to participate in the Ceremony if dressed inappropriately. There is a formal dress code for the Graduation Dinner.

## Head Students

The Campus Principal of the College appoints Head Students who will hold their position for up to one year. Head students are there to assist and care for other students and should consider themselves a line of communication between staff and the students. They are also to assist with student participation in the special activities of the College. Please feel free to speak with them at any time and they will endeavour to direct you to the appropriate person or department.

## Kitchen Facilities

- City Campus - The kitchen beside the second auditorium is for student use. Students will be appointed to clean it on a DAILY basis. All other kitchens in the building are for *staff use only*.
- Hills Campus - The kitchen beside the lift in the Western Foyer of the Convention Centre is available for student use during class breaks.  It is the student's responsibility to ensure this is left clean.  All other kitchens in the building are for *staff use only*.

## Library

Library services are available at both City and Hills Campus. The library lending service is free and available to all students undertaking subjects for credit. The library is there for your benefit so please take care of the books you borrow and return promptly so other students may also benefit from our resources. Library facilities include computers with internet access on the Windows platform equipped with Office products (Word, Excel, etc). There are also scanners, copiers and printers available for student use (see conditions below).  Some stationary items are available for purchase from the library desk, but please be responsible and do not ask library staff or any other area of the church for your personal stationary needs (stapler, pens, highlighters, scissors, notebooks, etc.).

Food and drinks are not permitted in the Library. Please respect other students' desire to study in a peaceful environment.

1. Hours (during the semester):
   Library is closed for chapel, church & college staff meetings, Hillsong Men and Sisterhood, church and all-campus activities.  Library hours will be posted at the commencement of each semester.

   Summer hours vary depending on need for the Hills Campus. There are no summer hours for the City Campus.

2. Borrowing Rights
   Permitted number of books permitted for borrowing is dependent on the course the student is enrolled (both campuses):
   > Cert IV and Diploma students:
   > > 4 general, non assessment books for 10 days
   > > 4 fiction books for 14 days
   > > 2 short term (overnight or max. of 3 days) books required for assessments
   > > 2 other titles (journals, videos, CD's, etc.) for 1 week
   > Renewals are NOT permitted with the exception of fiction books.

   > Adv. Diploma and Degree Students:
   > > 8 general, non-assessment books for 14 days
   > > 4 fiction books for 14 days
   > > 2 short term for 3 days, books required for assessments
   > > 2 other titles (journals, videos, CD's, etc.) for 1 week
   > Renewals are NOT permitted with the exception that degree students may renew ONCE providing there are no other reservations.

3. Borrowing Procedures
   - No student may borrow items on another student's card.
   - Reference books (from the shelves marked "Reference" and "Not for Loan") may NOT be borrowed or taken from the Library.
   - Books awaiting 'return' and 'shelving' processes may not be removed from work area without permission of Library Desk attendant.
   - No books may be removed from the Library premises without first having been processed by the Librarian/assistant/intern/volunteer.

4. Returns
   > City Campus:   Students must place their books on the return trolley. Please do not leave returns on the desk.

   > Hills Campus:   Books must be returned to slot outside the library door designated "Library Returns Slot" and may be placed there even if library is closed, books will be considered returned on the next library open day.  Please do not leave returns on the desk or place on "Re-shelving Shelf" this is for books used while in the library only.

5. Fines
   Fines apply for overdue books. Fines accrue at the rate of $1.00 per day per item, not including days the library is closed. Borrowing will be suspended until overdue items are returned and fines exceeding $10.00 are paid. All library fines and books must be returned before Graduation.

6.  Lost Books
    If loans are not returned by the designated date at the end of each term, the item is considered lost and the student will be billed for the replacement of the book as well as for fines. There is a graduated scale for the replacement cost of the books $50 is the minimum cost. All lost book costs must be paid before Graduation.

7.  Computers
    Every student undertaking studies for credit automatically receives a personal account (with user ID and password) to gain access to computer facilities/internet in the library. All accounts are credited with 15 hours computer time per semester (degree students with 20 hours per semester); extra time can be purchased from the library staff. Charges are as follows:

    | 5 hours (minimum) | $10.00 |
    |---|---|
    | 10 hours | $15.00 |
    | 15 hours | $20.00 |

    Payment to be made by EFTPOS or credit card only, cash is not accepted.
    Residual credit rolls over to the following semester within a calendar year.

    The College reserves the right to withhold computer use from students who have been deemed to be using the facility in an unhealthy manner.

8.  Keys
    Keys for the meeting room computers, the Mac Lab (TV students only), Recording Studio (recording studio class students only) and drum cage are considered an equipment loan and must be returned promptly the same day they are checked out as soon as the scheduled time is complete so that other students can also utilize these facilities.

9.  Printers
    To print, you will need credit in your printing/copying account. Funds can be purchased from the library desk in $10 increments (note: EFTPOS or credit card only, no cash accepted). The Card PAN number is the last 4 of your student number and the PIN is a 4 digit number of your choosing the first time your use the account or copier. A refund is available for damaged prints; please see the library manager.

10. Copier
    The photocopier account is the same as the printing account, therefore your PIN number is the same. You must have your student photo ID card with the strip on the back in order to use the copier, as the strip is what activates your account.

11. Scanners
    Scanners are available for student use. The scanning software is only on the computers where the scanners are positioned.

## Living Arrangements

Students' behaviour in their home environment is to reflect the Christian character and philosophy of the College. Any students found to be acting contrary to this will be spoken to in accordance with the discipline procedures outlined in this handbook.

## Marital Status

Any student wishing to change their marital status (engagement, marriage, divorce, separation, etc) *for any reason* whilst enrolled at College, is required to speak to the Principal immediately.

Furthermore, experience has shown us that students who get engaged whilst at College find it difficult to complete their course. Therefore we require that students wanting to get engaged whilst enrolled in College must discuss their plans first with the Campus Principal.

## Messages

College reception will not take messages for students unless it  in the case of an emergency

## Moving within the Buildings

Hills Campus
The Hub
Remember at all times there are many Church staff and volunteers working within the building, so your consideration will be appreciated. To contain noise levels within the building please adhere to the following:
- Offices – students are not permitted in office areas unless they have an appointment.

When moving from the Undercroft to the Hub Auditorium, do not use the internal staircase rather enter through the back foyer.
Convention Centre
Students are permitted in the Basement, lecture rooms or in the Library.
- Absolutely no food or drink is permitted on carpeted areas within the Convention Centre.
- The kitchenettes available for student use are on the 3rd Floor and in the Western Foyer.

When you have an appointment with College Staff, report to College Reception who will inform the staff member that you have arrived. Wait at College reception until they come for you.

City Campus
At all times students need to be considerate of the many other people working within the building. To contain noise levels within the building please adhere to the following:
- Offices – students are not permitted in church office areas unless they have an appointment or are engaged in practical ministry.
- When entering into the church office areas, you will be required to sign in at the main reception desk then the receptionist will call the supervisor you are working for to come downstairs and escort you to your appointment. Students are not to lean over the balcony and call down to the receptionist to let them in.
- Student ID cards are to be carried at all times so a staff member can identify that you are a student if required.
- Students are not permitted to walk through the Second Auditorium whilst classes are in progress. If students have an appointment with the Campus Principal or a Tutorial Leader, please ensure that you make yourself known and wait to be called in for your appointment.
- Absolutely no food or drink is permitted in any of our lecture or tutorial rooms.

## Nation Builders

At College we are fully committed to the Great Commission and working towards its fulfilment. Hillsong Church has a very strong outreach commitment through Hillsong City Care, Teen Challenge, Hillsong TV and church plants in over 50 countries. The College plays an integral part in Nation Builders giving and we take a weekly offering towards these programs. As College students, be prepared to sow not only into the outreach endeavours of Hillsong Church, but into the very heartbeat of God – "that none should perish."

## Occupational Health and Safety (OHS)

Hillsong Church and College recognises its moral and legal responsibility to provide a safe and healthy environment for everyone attending or working within our buildings and will endeavour to ensure they do nothing to place themselves or the local community at risk of injury or illness. There is still the need for the staff and students to be aware of their surroundings and generally take care when on the premises. The Occupational Health & Safety Policy is available on myhillsong.com.

Some moving of furniture will be required as a part of the day-to-day operation of the College. Chair trolleys are provided to assist with the removal of chairs. Students should be aware that closed toed shoes are required when performing any practical ministry activities such as: movement of chairs, tables, equipment and any platform related ministry.

OH&S Incident/Injury

If an accident occurs on the College or Church premises, the appropriate medical attention must be sought immediately. If needed, the number for the State Emergency Services (police, fire dept. or ambulance) is 000. Once the situation has been dealt with, an "Incident Report" must be completed online at (myhillsong.com)

## Personal Prayer and Devotions

As a student committed to training for ministry, you should establish a daily time of prayer and bible reading. This is a vital part of your spiritual development and preparation for ministry and should be a time you set apart from the rest of your day, for just you and God. Do not confuse it with times set apart for meetings, study or other church related activities as these things will not provide the same foundation for your life as your own relationship with God.

## Pets

No pets are allowed on the College property or in student houses.

## Phones

No student is permitted to use an office phone for personal calls. All mobile phones are to be turned off during all classes.

## Practice Facilities

Keyboards, pianos and drum kits are available for student practice. Rooms can be booked via our College reception at both the Hills and City Campus.

## Reception

College Reception is available to students from Monday – Friday between 8:30am and 5:00pm. Please be aware that reception may be closed from time to time for staff related meetings.

## Recording Classes

In general, recording (audio or video) of classes is not permitted. However, under special circumstances, by prior approval from the Principal/lecturer or Tutorial Leader, recording may be permitted, but then only for personal use, and not for distribution to other persons.

## Sisterhood and Hillsong Men

Every Thursday morning at both the Hills and City Campuses, students attend and serve at Sisterhood and Hillsong Men. Sisterhood flows directly from Pastor Bobbie Houston's heart and ministers value and belonging to hundreds of women every week. Hillsong Men is a vibrant and growing ministry that meets men right where they are at, teaching the Word and having fun along the way.

## Smoking

Smoking and or the consumption of any illegal substances is not permitted.

## Solicitations

Taking up of donations, personal or work related fund-raising, or selling of merchandise is not permitted in the environment of Hillsong College/Church.

## Student Behaviour

Students are expected to abide by the Student Code of Conduct, the College's Attendance and Academic policies, and the guidelines contained in the Student Handbook, during the period of their enrolment at College.

In cases where a student consistently or seriously fails to abide by these behavioural standards, a Behavioural Intervention program will be implemented. This program and its duration will be developed by the student's tutorial leader, in consultation with the Campus Manager, and a member of the Student Support Office. The program will include one or more of the following, and will be implemented with the student by their tutorial leader:

- Advising on the appropriateness of their study at the College or in their chosen course
- Referral to and attendance at counselling sessions with a member of College staff, appropriate church department or a professional counsellor
- Accountable adherence to the College's published behavioural requirements
- Attendance at additional personal development programs (such as Hillsong Life Courses)
- Establishing appropriate behavioural boundaries to ensure the health, safety or wellbeing of other students, staff members or Church members, or to protect the reputation of Hillsong Church or the College
- Mentoring or coaching by their tutor or another pastor or church leader
- Changing tutorials, classes, accommodation or campuses
- Referral to an external support agency or professional
- A combination of the above

The Behavioural Intervention program will be documented. Copies will be signed by the student, the tutorial leader and campus manager. A copy will be given to the student and also placed in the student's file. By signing the form, the student agrees to abide by the conditions.. Failure to comply could lead to the student being withdrawn from College, and international students being reported to DIAC resulting in their visa being cancelled, depending on the outcome of any appeals process.

The program will be reviewed monthly by the tutorial leader, unless more frequent review is deemed necessary during the consultation process.

Students whose behaviour is considered to endanger the wellbeing of other students on the campus will be referred to the Campus Principal and may be suspended from study and asked to leave college premises and/or

college housing until the matter is resolved. In extreme cases e.g. criminal activity, the Principal may immediately terminate the students' enrolment without the implementation of an intervention program.

If the student believes that the Behavioural Intervention program is inappropriate or a breach of access and equity, they may appeal the decision within 20 days using the Complaints and Appeals process.

### Failure to Comply and Withdrawal from College

When a student fails to meet the requirements of their Behavioural Intervention program, a process to withdraw them from the course will be instituted. This will include, after consultation between their tutorial leader, the Campus Manager, Campus Principal and the Registrar.

The student will be advised in writing by the Registrar that they are being withdrawn from the course using the standard Notification of Pending Breach letter (International or Domestic students). They will have 20 working days to appeal the decision using the College's Complaints and Appeals process.

The student will be withdrawn from College immediately in cases where the student:
- has chosen not to access the Complaints and Appeals processes within the 20 working day period,
- withdraws from the process, or
- the process is completed and results in a decision that the student's appeal was unsuccessful.

For international students, this will include reporting to DIAC via PRISMS by the Admissions Coordinator as soon as possible. This will mean that the international student's visa will be revoked.

## Student ID Cards

Students will be issued at the beginning of each year with a student card. ID cards must be carried with you at all times whilst on the premises, and will need to be presented at the library in order to borrow books. If you lose your card, a replacement card can be obtained at College Reception for a small fee. Replacement cards will take up to one week and students are contacted once it arrives.

## Student Portal

The Student Portal is our primary method of communication with you. In it you can find out all information regarding your involvement in College. These include but are not limited to following; student timetable, assessment/subject results; record of all financial statements, access to the library and many standard request forms for you as the student.  It is integral to familiarise yourself with the information contained in the student portal and also how to navigate through it.

### How to use the Student Portal

In order to use the portal for the first time, access it by using either of the addresses below:
http://collegeworx.hillsongcollege.com/logins/login.aspx  or the Hillsong Church website,
http://www.hillsong.com and click on the college link which will then take you to our college website, on the bottom left hand corner of the screen is a student portal link this will take you to the college portal log in. Once there, simply type in your email address, click the 'Email Password' button and a temporary password will be sent to the designated address.
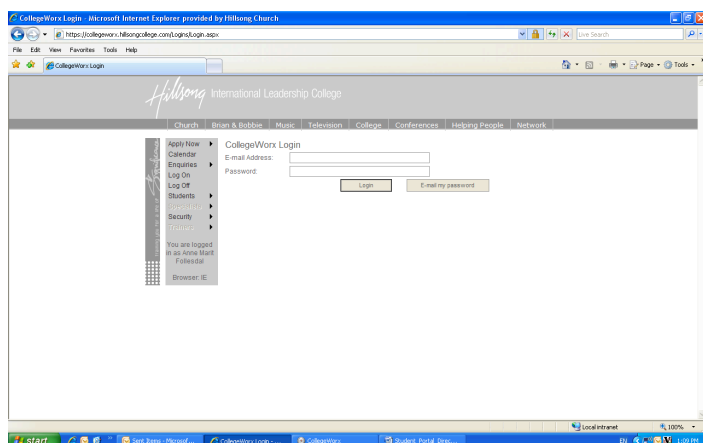
Once logged - in to the portal, all navigating options are listed in the tool bar on the left hand side. Highlight the Students option in the toolbar on the left of the screen, and the following choices will appear: *Assessment Upload, Contact Details, General Information, Graduation Status, Invoices, Library, Notice Board, Results, Time Table.*
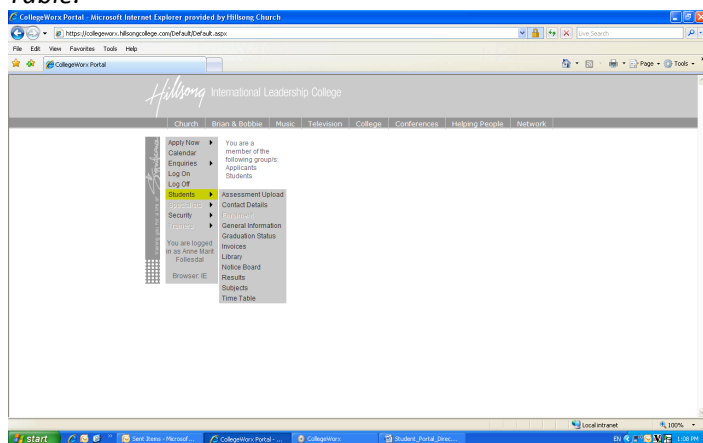


**Assessment Upload**

The majority of your assessments will be submitted through the portal, so it is imperative that you know how the process works. Again, start from the Students option on the toolbar, and click on Assessment Upload. You will be given a list of current assessments, **BE SURE TO SELECT THE RIGHT ASSESSMENT!** Once selected, you can browse and attach the file and click 'Upload'.
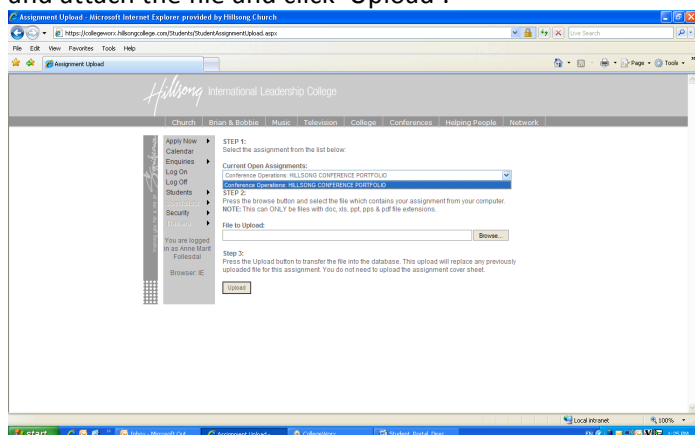


Please be sure to remember that once an assessment is uploaded, uploading a new assessment will *replace the previous assessment* and there will be no longer be a record of it in the portal. **It is your responsibility to**

**maintain proper records of all assessments submitted.** We recommend that you keep a copy on your computer and on a USB stick or other data storage device.

## Contact Details

This option of the Student menu allows you to make changes to your personal contact information when necessary, (e.g. moving house, new mobile number, etc). Please be sure that your details on the portal are accurate.

**NB: It is a requirement for ALL students on a Student Visa to report any change in contact details to the College within 7 days.**

## General Information

Most forms that may be necessary throughout semester are located on the portal for your convenience under 'General Information'. Forms such as a request for Confirmation of Enrolment (COE) or Complaints and Appeals forms are available for you here.

## Timetable

After enrolment, your personal timetable will appear in the 'Timetable' option of the toolbar. You will be able to view your own subjects, along with the semester timetable of those subjects. You will also see a list containing the time and date of any classes missed. You will need to speak to your tutorial leader to rectify these absences.

## Invoices

All rent and fee payments may be tracked through the 'Invoices' option. It shows the invoice number, date of payment and any outstanding fees or rent. Please be sure to monitor your own payment schedule.



## Library Access Online

Accessing the library through the portal is a simple way to reserve books. Click on the 'Library' option and you will be directed to the internet catalogue. You are able to search for and reserve books online from this site.



## Subjects

This option enables you to view class notes, power point slides from lecture, and your results from assessments. Select the appropriate Term and Subject to view this information.
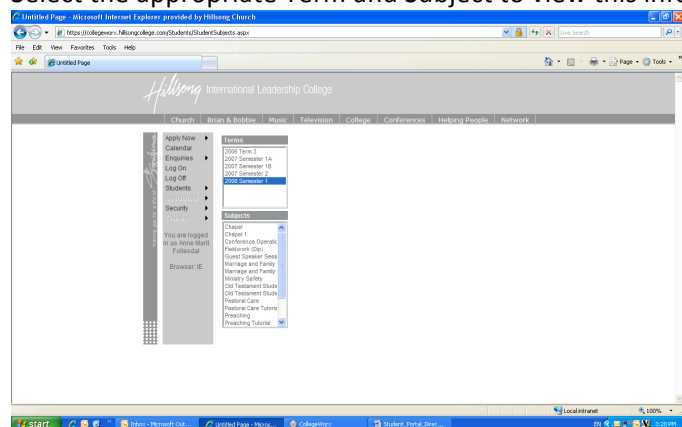


Once a subject is selected, you can view whether your assessments are Competent (**C**) or Not Yet Competent (**NYC**). A mark will appear with 0/1 or 1/1 but to view the detail for and also any comments made by the person marking the assessment by selecting the following:

Under the category 'Uploaded Assessments', go to 'Results' and highlight the 'Click to download' option.
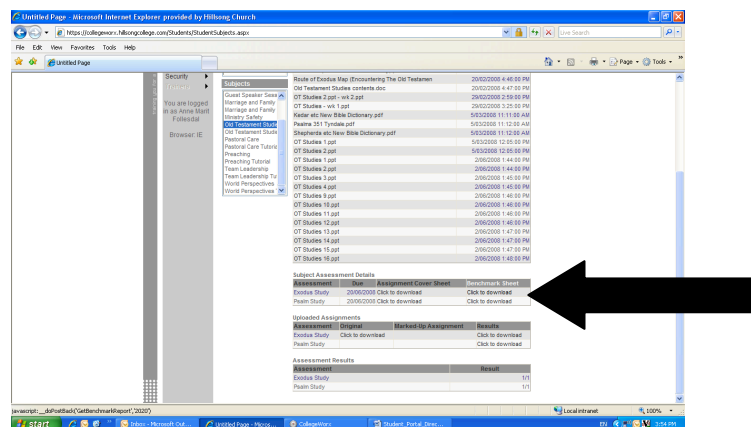


A pdf file will open which clarifies the assessment criteria with a **C** or an **NYC** next to each criteria, and then also provides space for comments from the person marking.
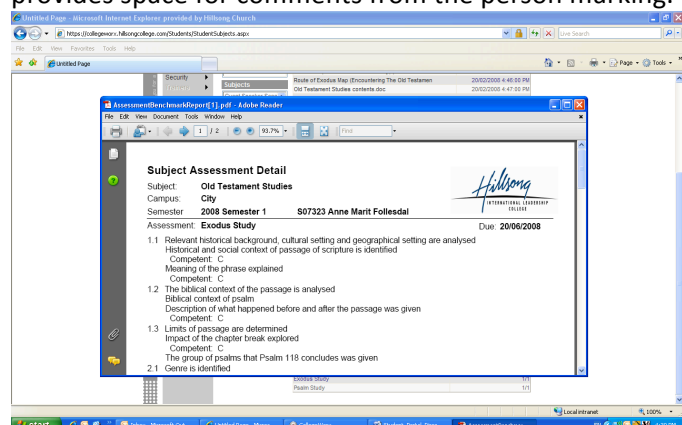


It is important to read through *the entire Subject Assessment Detail* to determine what portion of your assessment may need to be adjusted. If you have any questions about your assessments, or any portions of your assessment which are not yet competent, please see your tutorial leader.

**Challenges with the Portal**

If you have any queries or challenges logging onto the portal, please email your full name, password, and a short description of the problem to collegeregistrar@hillsong.com , and one of the team can assist you further.

Password Changes

Once you have logged in, you can change your password to something you will remember easily. To do this click on the 'security' menu button and then select 'change password' and follow the prompts.

## Study and Homework

Every student is expected to study or complete homework regularly. Each subject will have its own recommended reading list that we strongly encourage you to explore and take advantage of. Students are expected to add to their class work with their own extended reading program. Let College be an opportunity to broaden your knowledge and understanding in new and exciting areas. The library staff and trainers are there to assist each students to fulfil this vision and to direct their reading. Internet access is also available for further research.

## Tattoos

*Students are to refrain from getting any new tattoos while attending Hillsong International Leadership College.*

## Toilets

City Campus:    Students are to use the foyer toilets. The upstairs toilets are for staff only.

Hills Campus:    Hub: Students are to use the Undercroft toilets. Toilets for 'staff only' use are located on Level 1, 2 and 3 and are not for student use.
Convention Centre: Only use toilets outside the Basement or on level 3.

## Transport

Travel Concession Pass

Students are eligible to apply for a travel concession pass on bus, train or ferry. These forms are available from College Reception (Hills) and at the library (City). They are to be handed in to the college office once complete. The form is then sent to the appropriate company, who will send concession cards directly to the student. Concessions only apply for travel to and from college and students travelling on a concession ticket outside of these times may face a fine from the travel company.

Please note only Australian and New Zealand students are eligible to apply for concession passes.

## Lecture Hosts

Lecture Hosts will be appointed for each term to be responsible for the maintenance of the classroom facilities at an acceptable standard. This will involve helping to resource trainers with bottled water and teaching supplies, the re-arrangement of furniture for lectures if required and the returning of the room to an acceptable standard at the end of classes. If the packing up of chairs and desks for other activities is required, the Head students will supervise and be responsible for this.

## Visitors

Students wanting friends and relatives to attend a class MUST FIRST obtain permission from the relevant Campus Manager before inviting them to attend a lecture. Once permission is obtained, students are to introduce their guests to lecturers.

## Weekend Service Ministry Training

As students are in training for church ministry and leadership, and since weekend services are a focal point of church life, attendance and ministry in weekend church services are a central part of the College curriculum. These form an integral part of the Leadership subjects at all levels.

If you are new to Sydney, you are expected to make Hillsong Church, either City or Hills, your home church. For those who *attend Hillsong Church* whilst a student at College, there are three criteria you need to fulfil to meet your course requirements in this area.

Criteria 1 - Be present in services from two Weekend Options each weekend.
At Hillsong Church our weekend services are grouped into three broad Weekend Service Options – Saturday Night, Sunday Morning and Sunday Night. There are multiple service options available, please check the website for service time updates.

To meet this criteria you must be present (serving or attending) for at least one service from at least two Weekend Service Options.

Criteria 2 – Serve in two individual Weekend Services each weekend.
Whilst fulfilling the first criteria, you also need to serve in two individual services over the weekend. Serving in a leadership role with Youth on a Friday or Wednesday night is acceptable. Weekend services for this criteria are:

| City | Hills |
|---|---|
| Saturday 5:00pm, 7:00pm | |
| Sunday 8:00am, 9:45am, 11.30am, | Sunday 8am, 8:45am or 10:45am |
| Sunday Extension Services (count as 2 services) | Sunday Extension Services (count as 2 services) |
| Sunday 5.00pm or 7.00pm | Sunday 6:00pm |

Criteria 3 – Be present during the worship and preaching in one Service each weekend.
In fulfilling the first two criteria, you need to attend one of the weekend services, engaging in worship and receiving the sermon.

If you *already attend a local church* in the Sydney Metropolitan area, we would encourage you to remain and become actively involved in that church. The same guidelines outlined above will apply. You will need to show evidence of your weekend service involvement. However, in the event that your local church has only one weekend service, you will be required to participate in that service and show evidence that you have served an additional 1½ hours per week either with your own local church. Please note that there may be times throughout the College calendar that you will be required to be at Hillsong Church (for College related activities).

# 3. COURSE DESCRIPTIONS

The Certificate, Diploma and Advanced Diploma courses are competency-based and aim to provide foundational knowledge as well as training in practical skills. All courses are made up of core and stream subjects. Core subjects are required for all students.

Students may elect to study one of the following streams:
- Pastoral Leadership
- Worship Music
- TV & Media
- Dance
- Production

The *Certificate IV in Ministry* is equivalent to the first year of the *Diploma of Ministry* and *Advanced Diploma of Ministry*. Similarly the *Diploma of Ministry* is identical to the first two years of the *Advanced Diploma of Ministry.*

The following tables can be used as a checklist to ensure that students complete all subjects to fulfil the requirements of their award.

Accreditation
All ministry courses are now nationally accredited with the Australian Government through ASQA Australian Skills Quality Authority.

# Certificate IV in Ministry

| CORE |
| --- |
| **All Streams** |
| 1. Old Testament Introduction |
| 2. New Testament Introduction |
| 3. Christian Doctrine |
| 4. Spirit-filled Living |
| 5. Personal Leadership |
| 6. Personal Evangelism |
| 7. Teamwork |
| 8. Communication in Ministry |
| 9. Church and Ministry |
| 10. Conference Service |

| STREAMS | | | | |
| --- | --- | --- | --- | --- |
| **Pastoral Leadership** | **Worship Music** | **TV & Media** | **Dance** | **Production** |
| 1. Public Speaking and Presentations<br>2. Church History<br>3. World Religions<br>4. Mission & Culture<br>5. Introduction to:<br>• Church Ministry, or<br>• Youth<br>• Young Adults<br>• Kids<br>• Social Justice<br>• Pastoral Care<br>• Events | 1. Musicianship 1<br>2. Song writing 1<br>3. Worship Band<br>4. Introduction to:<br>• Worship Ministry, | 1. Simple Story Telling for Media<br>2. Studio Camera Operation<br>3. Digital Video Editing<br>4. Visual Design for Video<br>5. Writing for Media<br>6. Location Camera Operation<br>7. Film and TV in Ministry | 1. Dance Technique Foundations<br>2. Dance Composition Foundations<br>3. Dance Performance 1 & 2<br>4. Dance Technique Development & Repertoire<br>5. Dance Composition & Evaluation<br>6. Introduction to Dance Ministry | 1. Audio Systems<br>2. Input Sources<br>3. Mix Live Audio<br>4. Stage Monitoring |

**Diploma of Ministry**

| CORE |
| --- |
| **All Streams** |
| 1. Old Testament Studies |
| 2. New Testament Studies |
| 3. Pastoral Care |
| 4. Theology |
| 5. Team Leadership |
| 6. Ministry Safety |
| 7. Leadership Theory & Development |
| 8. Conference Operations |

| STREAMS | |
| --- | --- |
| **Pastoral Leadership** | **Worship Music** |
| 1. Preaching | 1. Worship Leadership |
| 2. Ministry & Outreach Development | 2. Song writing 2 |
| 3. Christian Ethics | 3. Musicianship 2 |
| 4. Marriage and Family | 4. Music Excellence |
| 5. World Perspectives | 5. Analysis |
| | 6. Theology of Worship |

| Advanced Diploma of Ministry | CORE |
|---|---|
| | **All Streams** |
| | 1. Advanced Leadership 1 |
| | 2. Advanced Leadership 2 |
| | 3. Training Skills |
| | 4. Platform Ministry |

| STREAMS | |
|---|---|
| **Pastoral Leadership** | **Worship Music** |
| 1. Christian Apologetics<br>2. Global Ministry and Culture | 1. Song writing 3<br>2. Music Directing<br>3. Musicianship 3<br>4. Worship Pastor |

# 4. FEES

## Fee Payments

It is essential that students uphold their financial responsibilities during their time at College. The following applies to all students:

- Students are responsible to ensure that all fees are paid promptly.
- Students will not be permitted to enrol until their fees have been paid.
- Students wanting to extend their studies will not be permitted to do so if they have not paid their current fees, outstanding library fees or any arrears in rent
- Fees can be paid by cheque, credit card, debit card, EFTPOS or BPAY. Payment by cash is not available.
- Fees are to be paid in accordance with the available Payment Options (for Domestic or International Students)

Payment Options

There are two payment options available. These apply to both new students and current (returning) students:

### Australian and New Zealand Students (Domestic)

- Pay Tuition Fees for their first semester in order to accept Offer of Place into the course.
- Pay course Fees for their second semester in order to accept Offer of Place into the course prior to the commencement of that semester.
- <u>Failure to pay by enrolment day</u> will attract an administration fee based on 10% of the semester fees.

Note: Australian students enrolled in the College courses may be eligible to receive financial assistance through the Federal Government (Austudy). It is the students' responsibility to pursue this. (Refer to following page)

### International Students

- Pay course fees for their first semester plus incidental costs and Overseas Student Health Cover, in order to accept Offer of Place into the course and prior to the issue of the Confirmation of Enrolment (CoE)
- Pay course fees for their second semester, plus incidental costs 2 weeks prior to the commencement of that semester.
- <u>Failure to pay by enrolment date</u> will attract an administration fee based on 10% of the semester fees.

Fee Monitoring

1. At the conclusion of each calendar month, the Business Manager will review the student fee situation and compile a list of students with overdue fees and rental arrears.
2. The list of students with outstanding fees is then to be forwarded to the Campus Principals who are to follow up the situation in conjunction with the tutorial leaders and students.
3. Where the student is in arrears with their fees and or rent, the Principals will suspend the student until all outstanding fees are paid.
4. If the student is unable to pay or refuses to pay all outstanding fees, the student will be asked to leave College.
5. If an International student is on suspension, then he or she runs the risk of not meeting attendance requirements and this will be reported to the Department of Immigration (DIAC) and could potentially jeopardise their visa.
6. The Registrar is to be advised of all students who have been asked to leave College, and will process all relevant withdrawal paperwork.

## Refund Policy

1. Where the course does not run, the course fees will be refunded in full, in line with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.
2. Where the student withdraws prior to the course commencing, the course fees will be refunded in full.
3. Where the student withdraws after the commencement of the course, course fees for the current semester and incidental fees will not be refunded. Fees for subsequent semesters will be fully refundable.
4. Students are required to apply in writing for fee refunds.
5. All applications for refunds will be processed in 28 days from the day of application.
6. The College Complaints and Appeals policy does not limit the student's right to pursue other legal remedies.

## Austudy, Youth Allowance

All our courses are Austudy approved. New Zealand Residents may contact Centrelink to query if they are eligible for benefits. Australian students (only) may be eligible to receive a payment from Centrelink to assist you financially this year. Contact Centrelink direct for more information on possible entitlements:

| | |
|---|---|
| Austudy | 13 2490 |
| Abstudy | 13 2317 |
| Youth & Student Services | 13 2490 |
| www.centrelink.gov.au | |

The nearest offices are located at:

City Students:

| | |
|---|---|
| Bondi Junction: | 231 Oxford Street |
| City: | G20 Met Centre, 273 George Street |
| City: | Shop 5R 07-09 Glasshouse on the Mall, 135 King Street |
| Darlinghurst: | Ground Floor, 137-153 Crown Street |
| Leichardt: | 23 Balmain Road |
| Marrickville: | 373 Illawarra Road |
| Redfern: | 140 Redfern St |
| Maroubra: | 138 Maroubra Road |

Hills Students:

| | |
|---|---|
| Baulkham Hills: | 7 Seven Hills Rd |
| Blacktown: | 8 First Avenue |
| Castle Hill: | Shop 518 Castle Towers, 6 -14 Castle Street |
| Parramatta: | Ground Floor, 2-12 Macquarie St |

## Fees Schedule

All fees referred to in all College publications and on the website are indicative rates and may be subject to change. Fees are generally reviewed at the commencement of each calendar year. Students opting to continue with second and third year studies will be subject to the most recent fees applicable for the second and third years. Subsequent years' fees will not be based on the rates applicable at the time of application.

| Course Fees ($A) | | |
|---|---|---|
| **Course** | **Jan 2013** | **July 2013** |
| Certificate IV in Ministry: | | |
|  - Pastoral Leadership | 4900 | 4900 |
| - Worship Music | 5500 | 5500 |
| - Dance | 5500 | 5500 |
| - TV & Media | 6200 | 6200 |
| - Production Stream | 6200 | 6200 |
| Diploma of Ministry: | | |
|  - Pastoral Leadership | 4900 | 4900 |
|  - Worship Music | 5500 | 5500 |
| Advanced Diploma of Ministry | 3500 | 3500 |
| Deferred Payment | 10% of annual fee | 10% of annual fee |
| Late Enrolment Fee | 250 | 250 |
| **Application Fees (non-refundable)** | | |
| Application (Australian/New Zealand) | 100 | 100 |
| Application (Overseas) | 200 | 200 |
| RPL Application Fee | 150 | 150 |
| **Accommodation Fee** | | |
| Accommodation Application (does not guarantee that accommodation will be available - fee is refundable in the event that the College is unable to secure accommodation.) | 200 | 200 |
| **Overseas Health Cover – Premiums (Singles)** | **Singles** | **Family** |
| 1 Year | 455 | 1918 |
| 2 Years | 844 | 3558 |
| 3 Years | 1233 | 5198 |

*\*Please contact the Admissions department for Family Cover rates*

NB. All fees (including Course, Application, Accommodation and Overseas Health Fund fees) are indicative at the time of publication and may be subject to change.

# 5. ACADEMIC POLICIES AND PROCEDURES

## Course Requirements

In order to successfully complete a given award, students are required to:
1. Achieve competency in all learning outcomes in all subjects listed, including core and stream.
2. Comply with the Student Code of Conduct.
3. Participate in all aspects of the College program.

Students who fulfil course requirements will be issued with a Certificate and Transcript. Students who fulfil partial requirements will be issued with a Statement of Attainment.

In order to successfully progress from one award to another, students are required to meet the above requirements for their prior award before being granted admission into their next award. If a student has outstanding subjects from their prior award the following avenues are open to them:
1. Successfully resubmit the relevant assessments to achieve competence (and pay any applicable fees);
2. Agree to participate in the Course Intervention Strategy (see below).

## Course Progress

**Intent and Overview** The College's goal is to train and support all students, so that all students can meet the requirements of their course. Some students will need focussed or individualised support to meet their course requirements. To identify such students, course progress is monitored regularly and support is offered to students who are not progressing satisfactorily. Our approach to course progress is also used to identify students who may not be giving their studies the appropriate focus. This is especially the case for international students, where making satisfactory course progress is a requirement of their visa, and failure to do so may lead to their being reported to DIAC.

All students are required to maintain an acceptable standard of course progress to pass their course. Students are deemed to be performing at an unsatisfactory level when they fail to submit 50% or more of their assessments or have received marks of "Not Yet Competent" **in more than 50% of their subjects.** Furthermore, students who receive "NYC" in between 33% to 49% of their assessments or subjects are considered to be at risk of unsatisfactory course progress.

**Note: Students must also meet the requirements of HILC's Attendance and Behavioural policies to maintain their place in their course.**

When a student **has received marks of "Not Yet Competent" in more than** 50% of their assessment or subjects, the Progression Monitoring Strategy will be implemented.

| | Course Progress and Student Support Table | | |
|---|---|---|---|
| **Point** | **Scheduled Monitoring of Student Progress** | **Measurement for requirement of Student Support** | **Actions** |
| Point 1 | Two-thirds of the way through semester of study. (approximately 10 weeks) | Submission for all assessments due in that semester, up to that point. | • If failed to submit 50% or more assessments due by that point, student is enrolled into Student Support. |
| Point 2 | After the beginning of each semester. | Results for all subjects from previous semester. | • If failed 50% or more subjects - student receives written notification and is enrolled into Student Support. |
| Point 3 | Two –thirds of the way through their second semester of study. (approximately 10 weeks) | Submission and results for all assessments due in that semester, up to that point. | • If in Student Support from Point 1 and/or 2 and not submitted 50% or more of 2$^{nd}$ semester's assessments – the student will receive correspondence from the Registrar's office regarding their academic position.<br>• If not in Student Support, and student fails to submit 50% of more of the semester's assessments – student is enrolled in Student Support. |
| Point 4 | At the beginning of new award enrolment. | Results for all subjects from previous semester. | • If in Student Support since Point 2 and failed 50% or more of semester's subjects -if wanting to proceed to next award, they will first need to gain competency in all failed subjects prior to enrolling into the new award..<br>• If not in Student Support, and student fails 50% of more of the semester's subjects- if wanting to proceed to next award, entrance requires successful resubmission of all failed assessments. |

## Student Support Strategy

The course intervention strategy operates on a series of monitoring reporting points throughout a students' course, with certain actions to be taken at those points depending on the students' performance and their duration within Interventions. These Points and their corresponding actions are described in the Course Student Support and Monitoring Table.

If a student required academic intervention, an email will be sent to the student notifying that: -

- They are not meeting course progress requirements.
- Failing to meet course requirements can jeopardize their enrolment &/or visa.
- They have been enrolled in a Student Support tutorial, which they must attend on a weekly basis to ensure their continued enrolment &/or visa.

*Course Intervention Meeting*:-

The student will meet with a tutorial leader assigned to them for the duration of the intervention.  This tutorial leader will be known as a Student Support leader.  The student and tutorial leader will discuss circumstances surrounding students' failure to comply with course progress requirements.  They will both agree on a successful strategy.  This must include the student attending a Student Support Tutorial during the semester.  This tutorial is aimed at assisting the student to build their academic skills in order to successfully complete the course.

*Documenting Discussions at Meeting:*

Discussions and decisions made at the meeting are documented and placed on the student's file.  The form is completed by the Student Support Tutorial Leader and is signed by the student. Students will also receive a copy of this form for their own records.

Students will be advised that unsatisfactory course progress, as per the table above, could lead to the student being withdrawn from College, with international students being reported to DIAC and their visa being cancelled, depending on the outcome of any appeals process.

Note: if a student is identified as being at risk of making unsatisfactory course progress before any of the above points, the Intervention Strategy may be implemented early

*Course Interventions:*

The strategy will include one or more of the following interventions: - [*based on the specific needs of the student*]:-
- Advising on the appropriateness of the course
- Internal or external assistance with language, literacy & numeracy
- Attendance at counselling sessions with a member of the Student Support Office or appropriate church department (e.g. Pastoral Care)
- Attendance at additional tutorials or study groups
- Opportunity for reassessment and/or RPL
- Mentoring or coaching by their Tutorial Leader
- Changing tutorials or other classes
- Referral to an external support agency
- A combination of the above.

**Note: The responsibility for maintaining contact and following through with the intervention strategies remains with the student.**

**Failure to Make Progress and Withdrawal from College**

When a student fails to meet the minimum course progress requirements after the implementation of the strategy [as per the Course Progress and Student Support Table], a process to withdraw them from the course will be implemented.

The student will be issued a Notice of Pending Breach advised in writing by the Registrar that they are in the process of being withdrawn from the course. A copy of this Notice is to be kept in the student file. The student will have 20 working days to appeal the decision using the College's Complaints and Appeals process.

**Student Appeals**

A student may only appeal the Notice of Pending Breach in the following circumstances:
- Compassionate or compelling circumstances
- Failure to record or calculate a students marks accurately
- Failure to implement the Intervention Strategy or other related policies that have been made available to the student.

Where the student's appeal is successful, the outcomes may vary according to the findings from the appeals process.
- If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 50% of the course assessments for that study period), the student will not be withdrawn from college, and there will be no requirement for intervention.
- If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support will be provided to the student through the intervention strategy, and the student will not be withdrawn from college.

The student's enrolment will be terminated immediately in cases where the student:
- has chosen not to access the Complaints and Appeals processes within the 20 working day period,
- withdraws from the process, or
- the process is completed and results in a decision that the student's appeal was unsuccessful

For international students, this will include reporting to DIAC via PRISMS by the Admissions Coordinator as soon as possible. This will mean that the international student's visa will be cancelled.

**Student access to records**

Students may access their personal records at any time using the Student Portal or the Application to Access Student Records form.

# Academic Advice

Any guidance a student may require that relates to their program of study, subject enrolment and graduation requirements can be provided by the tutorial leader. Appointments can be made through College Reception.

## Enrolment Procedures

Official enrolment for a course is required prior to students commencing classes. Enrolment occurs at set dates prior to the beginning of term. Where students are unable to attend enrolment, a late enrolment fee of $250 will apply. The late enrolment fee is open to discussions in compelling circumstances.

Students are required to fill out the enrolment paperwork and submit it to the Registrar's office, along with the required enrolment payment.

DIAC will be notified via PRISMS by the International Student Contact Officer when a student commences their course.

## Changes to Enrolment

A student may change subjects up until the Friday of Week 1 of each term. Students wanting to change their course, subject or study load after Enrolment should complete a 'Change to Enrolment' form available from the student portal and return to the College Office for the Registrar's approval. No changes can be made beyond week 1 of the term/semester.  No student is allowed to make changes to their enrolment without written permission.

For international students, changes to courses or study load will be reported to DIAC via PRISMS by the International Student Contact Officer.

Stream Changes

Outline to the Registrar the reasons for your request.  Your request will be evaluated and you will be advised whether it is possible.

Please consider the following issues when changing streams:-

Changing your stream may extend the length of your course as you will need to complete all subjects in your new stream.  If you are an international student, this will impact on your visa.  You will need to consult with the Department of Immigration to extend your visa.  This may involve a fee to you.

Alternatively, you may wish to acquire skills in the incomplete subjects in your new stream through a process of private study or enrolment in another equivalent course and then apply for Recognition of Prior Learning. This application involves an initial cost of $150 per application plus an additional fee of $50 per hour if any other processing is required.

Stream changes are not recommended but may be possible. To seek further clarification in this area, students need to make an appointment with the Registrar.

## Withdrawal and Deferral from Study

Students intending to cease studies prior to the end of their course for any reason should complete a 'Notice of Withdrawal' form available from the Student portal (under "General Information"). Students need to meet with their Tutorial Leader as apart of the process.

The cancellation will be effective when it is signed & dated at College Reception. Any refunds will be calculated from that date (refer Refund Policy). Any outstanding fees or charges will be deducted from potential refund prior to processing of withdrawal.

If a student that has withdrawn for a period longer than 6 months (or one semester), the student will need to supply a new pastoral reference form and testimony of Christian life and church involvement to HILC.

International students are only permitted to defer commencement or suspend studies of a course on grounds of illness (as evidenced by a doctor's certificate) or other exceptional compassionate circumstances beyond the control of the student, (e.g. bereavement) as approved by the Academic Team. Students will need to complete a (Deferral Form) which is available on the student portal of the website (under "General Information"). Deferral or suspension of studies on any other grounds will be reported to DIAC via PRISMS within 14 days.

Where a student with a current visa fails to attend classes by the end of the first week of each semester they are enrolled in (as per checks between PRISMS and Collegeworx), the Registrar will initiate cessation of studies as outlined in the following paragraphs.

## Termination of Enrolment

Termination of the student's course of study will occur, unless otherwise determined by the Executive Team, in line with the Course Progress, Attendance and Student Behaviour Policies.

In such cases, students will first be notified in writing by the Registrar via email using the Notification of Pending Breach form. The reasons for a warning will be outlined, plus actions required to readdress the situation and potential consequences if not followed.

In cases of termination for unsatisfactory performance, students are first notified by the Registrar using the Cancellation of Enrolment letter and the "Notice under Section 20 of the ESOS ACT 2000" letter (downloaded from PRISMS), which informs them of the particulars of the breach and the action required by the student. Following this, termination of the student's visa will commence.

## Copyright

It is important that students are aware of the copyright policies for printed material and music. Unauthorised copies of a work are unlawful. Students should apply the following:

1. Copying Written Text - only 10% of any written work may be photocopied and then only for the purposes of study or research.

2. Copying Written Music - a copy of music can only be made when an original is already purchased or is owned by the performer or teacher. The actual copy must be marked with:
   - the word 'copy'
   - the respective Copyright License Number
   - the name of whom owns the original
   - the purpose the copy is to be used for

3. Performed Music - the same as for copying written music, with the addition that Performing is deemed to be copying. Acknowledgement on the performance program of Composer and Publisher/License holder is essential. After use, all copies are to be destroyed.

In all other situations, appropriate copyright law must be adhered to. All copies remain the property of the licensee.

## Assessment Difficulties

If you are having difficulties with your assessments, make an appointment to speak to your 'Core Tutorial Leader' He/she will then be able to assist you finding your way forward in your situation.

## Submission of Assessment

Completed assessments are to be submitted either electronically via the Student Portal (See Section 2 for instructions) or as a hard copy scanned and submitted in the college library drop box..

Due Dates
Each assessment has a Due Date. These are spread progressively throughout the semester to even out your assessment load, and to follow the content of your subjects. Completed assessments must be submitted by these due dates, otherwise a Late Submission Fee of $25 will be charged.

Late Submissions
If you submit a completed assessment for the first time after its Due Date, you will need to pay a Late Submission Fee ($25) before you will be able to submit the assessment. The fee will need to be paid at the College Office, and you will be issued with a receipt. You will need to supply the receipt number at the point of submission.

Resubmissions
If you fail an assessment when you first submit it, you are able to resubmit an amended assessment in an attempt to successfully meet the requirements. This resubmission should be in the same format that you submitted the original assessment (ie electronic or hard copy). This resubmission does not attract a fee if it is done prior to the Finalisation Date for that subject (see below). Resubmissions after Finalisation Date attract a fee.

In preparing your resubmission you should closely follow the feedback the marker gave you on your initial assessment. You should also consult with your tutorial leader or trainer if you need further clarification or assistance.

Each NYC result has one semester where resubmission is allowable. After this time it would be necessary to re-enrol in the unit/subject to complete the unit/subject in it's entirety.

**Note: Students must gain competency in all failed subject prior to enrolling into a new award.**

Finalisation Date
Finalisation dates are set at the end of the semester for each subject.  This date indicates to students when their assessments must be finalised (ie. all submissions and resubmissions completed and the assessment receiving a C (Competent)). Finalisation dates are locked into the college database and cannot be changed.  The portal will not accept submissions after midnight on this date.  Once Finalisation Date has passed, results cannot be changed until they are published and further resubmissions are complete.

Special Case: Conference Services and Conference Operations Assessments
The subjects Conference Services and Conference Operations have assessments that are completed during and after Hillsong Conference, which is after Finalisation Date for first semester. Consequently, there are special considerations for these assessments:

*Due Dates:* the due dates for the Hillsong Conference assessments will be midnight of the second Monday of 2nd semester, although Fieldwork Passports, which have a Hillsong Conference component, are due on the Friday evening of Hillsong Conference.

*Finalisation Date:* These assessments will then have a finalisation date of the end of August. During this period the assessments will be marked with enough time for students to fix and resubmit failed assessments by Finalisation date.

Result publishing date

After Finalisation Date all assessments submitted prior to this date will be marked. The Registrar will check and publish results.  This will include emailing students their results and/or making results available on the portal.

Electronic Submissions

If submitted as an e-copy, complete the assessment details as listed on the portal. Attempts to submit assessments electronically past the finalisation date will automatically be rejected. Students will need to then complete the resubmission process and submit as a hard copy. [See resubmit process]

When you upload your assessment to the portal, please submit them in the following format only – Microsoft Word version 2003.  Earlier versions of Microsoft Word are also acceptable.

Please do not use the following formats when submitting assessments:

Microsoft 2007 (which comes with Windows Vista)
Open office [odt]
Microsoft Works [wps] or
Corel Word Perfect [wpd]
These formats are not common and cannot be opened on all computers.

**Note:** Please label the filename of your electronic assessment with your Surname, followed by title of assessment. i.e.  [Murphy.Propheticliteratureessay]

If your assessment is uploaded successfully, a confirmation number will appear immediately on your screen.  You will also receive a confirmation email, which is sent to the email account you have nominated.  If you do not receive the confirmation number and the email, your assessment has not been uploaded successfully.

Hard Copy Submissions

If submitted in hard copy format, use the Assessment Cover Sheet provided on the Student portal.  Each subject/assessment will have it's own individual assessment cover sheet.

Step 1:  Download cover sheet with customised bar code.

Step 2:  Hand in assessment the college library.

Step 3:  The assessment must be scanned by the student in order to create a record of receiving assessment and the scanned assessment must then be handed in to be placed in the drop box.

Step 4:  Retain your receipts as evidence of timely submission.

Note:  The cover sheet has a barcode that contains information including the student number and subject of the assessment being submitted.  This is scanned in after being submitted.  Upon scanning, an email is sent which acts as a receipt for submission.  Students need to retain their receipts as evidence of timely submission.

Assessments are required to be formatted according to the College requirements as outlined in Section 7 of this handbook. Students should also keep a copy of all assessments submitted.

## Extensions

A student may apply for an extension to the submission date of an assessment. Requests for extension shall be made two days before the Due Date (or the Finalisation Date for resubmissions), and must demonstrate exceptional circumstances that warrant the granting of an extension (For example, significant trauma, extended sickness, death in the family, NOT poor time management, computer malfunction and the like). Where sickness is involved, a medical certificate should be attached to the extension form.

To apply for an extension, obtain a Request for Special Consideration from the Student login section of the student portal, attach the relevant cover sheet(s) to the application form and hand in to the relevant Tutorial leader. If approved by the relevant staff member (see form), the signed cover sheet will then be forwarded to the Campus Manager to sign off and grant the extension on the college portal.

## Failed Assessment and Resubmission

Failed assessments can be resubmitted free of charge in the period up until Finalisation Date.

After results are published, students have two weeks [not including Hillsong Conference] to resubmit failed assessments at the price of $50 per assessment. Any assessments resubmitted **after this two week period** will cost students $150 per assessment. [*this is to cover the cost of the administrative process involved in processing assessments from past semesters*]

Where students encounter financial difficulty resubmitting assessments, a delay in payment may only be approved by the Campus Principals. In such cases, the required fees will be added to the student's account. Overdue fees will then be processed according to standard procedures.

Step 1:  Student is required to pay their resubmission fee at College Office at time of submission.

Step 2:  Student must attach a Resubmission Cover Sheet to the assessment being resubmitted.

Step 3: The invoice provided to the student must contain subject and assessment details.

Current students can re-submit at any time and as many times as is required.

If a student is not currently enrolled they must first re-enrol before re-submitting.  If a student has left the college without graduating, they continue to be considered a 'current' student for the purpose of resubmitting for ONLY one semester.  After this period students must:-

       a. Re-enrol
       b. Acquire a new Pastoral Reference
       c. Complete an application form for enrolment
       d. Pay an enrolment application fee.

The college is under no obligation to allow students to complete the course if the course they 'were' enrolled in, is no longer offered by the College.

## Academic Misconduct

The College regards academic misconduct as a serious matter, insisting that students maintain the highest possible standards of academic honesty. Failure to maintain academic honesty constitutes academic misconduct. Academic misconduct may include any of the following:

- Taking unauthorised materials into an examination
- Improperly obtaining knowledge of an examination paper and using that knowledge in the examination
- Arranging for another person to sit an examination in the place of the candidate
- Submitting work for an assessment knowing it to be the work of another person
- Submitting a falsified medical certificate
- Making a false or misleading declaration
- Plagiarism
- Collusion

Plagiarism

Students are required to acknowledge the source of their ideas used in their written work by use of adequate referencing, as outlined in Section 7 of this handbook. To provide adequate documentation is not only an indication of academic honesty, but also a courtesy enabling the marker to consult sources with ease. Failure to do so may constitute plagiarism that is subject to a charge of academic misconduct.

Plagiarism occurs when a student submits the work of another person or persons with the intention of having it assessed or accepted as her/his own work. For example:

- An assessment is copied almost entirely from another source such as a published article, text, internet source or another student's assessment or when an assessment is constructed of segments drawn from one or a number of sources without attribution, linked by comments produced by the student.

- Failure to acknowledge indebtedness to books, articles and other sources such as the Internet. Students should make it clear by appropriate referencing when they are using a direct quotation or another idea/argument from another work.

Collusion

Collusion involves the submission of separate assessments by individual students where the work is almost identical or mostly the work of one of them. Collusion does not apply to an assessment in which students have been allowed to work in groups to submit a single assessment. In some subjects students may collaborate on a project, sharing materials or data collected and discussing the interpretation of such material. If the work is individually submitted, collaboration should be acknowledged and the formulation of ideas and conclusions in the paper must be the independent work of each student.

In cases of academic misconduct, students will be required to resubmit the assessment task and will be disciplined according to the Discipline Policy.

## Assessment Appeals

If a student feels that the result of a specific assessment is unfair, they are able to appeal to the College to request a re-assessment. All other complaints/appeals should be handled using the Complaints and Appeals process.

1. If a student wishes to obtain clarification about a result for an item of assessment, the matter should be raised with the relevant trainer of that subject unit within 10 working days of receiving the results. Discussion will be within the context of the assessment requirements as set out in syllabus.

2. Where the trainer is not available, the student can raise the issue with the Head Trainer of their stream.

3. If the outcome of the discussion with the trainer was not acceptable to the student, the student can submit a request to the Campus Manager using the Assessment Appeals Form. This form is available from

your tutorial leader or college reception. The student has the option of being accompanied/assisted at any meetings by a support person chosen by them.

4. If the student chooses to access the registered provider's appeals processes HILC must maintain the student's enrolment while the appeals process is ongoing.

5. The Campus Manager will arrange for two assessors to reassess the work. This process will commence within 10 working days.

6. If the internal or any external appeal process results in a decision that supports the student, HILC must immediately implement any decision and/or corrective and preventative action required and advise the student of the outcome.

7. The majority decision of the trainer and independent assessors will be reported in writing to the student.

8. If the student doesn't accept the result of the reassessment he/she will be given the opportunity to submit a formal complaint using the complaints process.

9. At any stage throughout this process the student may request that their assessment appeal is assessed by an external assessor. Any costs incurred in this process will be passed on to the student.

The availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

## Notification of Results

Students are notified of their results via email, this email explains students results and procedures for review, after finalisation date. Should you require any information regarding Statement of Attainments, Transcripts or Certificates, please contact the Registrar's Office at collegeregistrar@hillsong.com.

## Grading System

Because the College delivers vocational training, its courses train and assess competence in a range of skills that are applicable in ministry. Consequently, the relevant results for a subject or an assessment are:
- Competent
- Not Yet Competent

The College does not employ a scaled grading system (eg. High Distinction / Distinction / Credit / Pass / Fail).

At the end of each semester, students will receive a Statement of Attainment showing their results for previous semesters of study. Students should carefully check their Statement for accuracy, follow up any discrepancies and keep in a safe place for future reference.

## Recognition of Prior Learning

### Policy

Hillsong International Leadership College is committed to the recognition of students' prior learning in courses for skills and knowledge already held by students whether gained by previous study, work experience or life experience.

Applicants who consider that they already possess the knowledge and skills intended to be developed through the learning outcomes in any course are able to apply for *Recognition of Prior Learning* (RPL). In order to receive RPL and gain credit in HILC courses, students must supply sufficient evidence. Recognition is based on one of, or a combination of the following evidences:

1. A Qualification or Statement of Attainment from another College (Registered Training Organisation - RTO) in exactly the same qualification – this is known as mutual recognition and has no charge attached.
2. A portfolio of appropriate evidence detailing life and work experience mapped to the subject
3. The completion of assessment tasks that are representative of assessments in HILC subjects
4. Credit for subjects completed in other courses of study (as shown on official transcripts) that correlate to HILC subjects

RPL (or credit) will be granted provided that the student is able to provide sufficient documented evidence and the content and level of skill parallels that offered by College courses. Students will receive full recognition from other Australian colleges with accredited VET qualifications.

## Procedure

1. Students interested in applying for an RPL may start the process after acceptance into college. Submissions for RPL's will be accepted from enrolment week at the start of a semester through to the 30th of April (for subjects related to Semester 1) or 30th September (for subjects related to Semester 2) of an academic year.

Because of the time required to assess a student's learning, there is an application fee attached. Students are encouraged to ensure that their evidence is as complete as possible in order to minimize time and assessment costs. The turnaround time for an RPL from submission of evidence and payment is approximately 14 days.

- It is important to note that you may apply for any number of subjects under the RPL application fee of $150 AUD.  However, once an application is submitted, different subjects cannot be considered under that application. You will need to submit a new application if you find there are other subjects you wish to have considered. We therefore recommend that you look at all the subjects we offer in a particular award before submitting an RPL application.

2. In order to apply for an RPL, students submit the completed RPL Application form (available over the student portal) to the college office. Students are required to participate in all classes until they receive written confirmation that the RPL application has been approved. Once approved, the subject will be removed from the student's timetable.

3. On receipt of the application form, the Campus Manager will send the student relevant RPL evidence forms. These RPL evidence forms detail the subject elements for which the student will need to provide evidence to assess the RPL. It is up to the applicant to ensure that they have provided sufficient evidence mapped to the subject elements.

4. Once the completed RPL evidence/application is submitted with payment, the evidence is examined by the appropriately qualified trainer according to the AQTF requirements. The student may be required to show the additional documentation and evidence. In this instance, the student is required to attend an interview with the trainer.

5. Final approval for RPL is given by the Registrar and relevant faculty on substantiation of satisfactory evidence. 'C' grades are entered onto database and all evidence for achieving competencies is filed in the students file. The relevant subject(s) are removed from the student's timetable.

6.  If the student decides not to pursue the RPL process at any time, they must inform the College Registrar via email to collegeregistrar@hillsong.com . The Campus Manager must ensure that section 5 of the relevant RPL Evidence form is completed by the student and returned to the Registrar for inclusion in the students file.

7.  Application for review of credit granted - A student who is dissatisfied with the decision concerning credit may appeal the decision using the Assessment Appeals process.

8.  NB. Students who are granted RPL for certain subjects may opt to replace with other subjects or reduce their study load. If students chose to replace the RPL'd subjects, relevant fees will apply. Students can only choose a replacement subject within the same award they are enrolled into (eg, Certificate IV, Diploma or Advanced Diploma).

9.  Information regarding overseas students for whom RPL shortens the length of their course:
    - if the course credit is granted before the students visa is granted, the Registrar will ensure that the actual net course duration (as reduced by course credit) is indicated in the confirmation of enrolment issued for that student for that course,
      or
    - if the course credit is granted after the students visa is granted, the Registrar will ensure that the change of course duration is reported via PRISMS under section 19 of the ESOS Act.

## Fees Schedule

The RPL process does require a fee largely because of the significant work and time involved in processing and evaluating an application.

| | |
|---|---|
| RPL Application Fee: | $150 per application |
| RPL Processing Fee: | Due to the work involved in processing an RPL application, the successful applicant will not receive a reduction in fees. If they elect to take up additional subjects to replace those they have RPL'd they will need to pay additional tuition fees (at the part-time rate). |

Note: more than one subject or unit of competence can be covered in a single application.

We are here to help in any way we can. Should you have any further enquiries, please do not hesitate to contact the Registrar: collegeregistrar@hillsong.com

# 6. INTERNATIONAL STUDENTS

## Student Visa Requirements

Satisfactory Attendance:  As an International Student, you are required by the Department of Immigration and Citizenship (DIAC) to maintain satisfactory attendance as set by your education provider.  It is Hillsong College's policy that you are to attend all classes that you are enrolled in.   If you fail to maintain your attendance as required, you will be suspended and reported to DIAC, which will affect your student visa.  It is your responsibility to record your attendance by scanning your Student ID card at the available electronic scanners before every class. For further details regarding attendance requirements,  please see **Attendance** on page 14.

Satisfactory Academic Performance: Students are required to successfully progress through their course (Refer to Course Progress Policy)
If students do not meet both of these requirements they will be suspended from classes and will be reported to DIAC.

You must also notify the College within 7 days of change of contact details. This is a requirement set by DIAC and failure to do so is in breach of your visa conditions.

## Work Visas

A working permit is automatically granted when you receive your student visa. International Students are permitted to work up to 20 hours per week during the school term, and unlimited hours during college breaks.

## Tax File Numbers (TFN)

To work in Australia you need to apply for a Tax File Number (TFN). If you do not have an Australian TFN already, simply fill out the form "Tax file number application or enquiry" available at enrolment or from the Australian Taxation Office (website www.ato.gov.au [ph: 13 2861]). You will need to show proof of identity (this is listed on the form).

To apply, you will need your completed tax file number application and proof of identity (ie. passports, birth certificates etc). You may lodge your application as follows;
    a.     In Person:
        City Students
        City: 100 Market St, Sydney OR
        Hurstville: 1st floor, MacMahon Plaza, 14-16 Woodville St

        Hills Students
        Parramatta: Commonwealth Offices, 2 – 12 Macquarie St
        (To get to Parramatta, catch the bus to Seven Hills or Blacktown train station and catch the train to Parramatta. It is then a short walk from the station.)

    b.      Mail:
        To: Australian Taxation Office
        City Students
        GPO Box 9990, Sydney   NSW   2001 OR

PO Box 9990, Hurstville   NSW   2220

Hills Students
PO Box 422, Parramatta   NSW   2123

**Note:**  The College strongly suggests that you apply for your TFN in person as we do not recommend posting your passport except through registered mail.

## Overseas Student Health Cover (OSHC)

International students* are required to pay for health cover (Overseas Student Health Cover – OSHC) as a part of visa requirements.  This is paid as a part of the initial fee payment to confirm your place in the course, as outlined in your Offer of Place Letter.

Hillsong College partners with NIB to provide students with OSHC.  The College will set up a policy in your name before you arrive, and your NIB Membership Card will be available for your collection within the first two weeks of the semester

For information on coverage provided, please visit www.nib.com.au/oshc.  Please note that all payments need to be made through the College for visa purposes.

* Norwegian & Swiss students may be exempt from OSHC due to a reciprocal arrangement between governments (please ensure that you have written evidence from your own health cover provider to this effect).

## Bank Accounts

There are many banks to choose from, and various branches are available within reasonable distances from both the Hills and City campuses. In the past, St George and Westpac have had charge-free student accounts. The charges on a bank account can be costly and vary between banks, so find out about these charges before opening an account. It will cost you more if you use an ATM which is not run by your bank (up to $2.00 per transaction). Many banks charge you for taking money out, even from their own machines and tellers. Therefore, try and open a charge-free student account.

To open a bank-account, you will need:
- Passport
- Commencement letter from College or a valid Student ID card

You must open an account within six weeks of arriving in Australia or else banks will require Australian ID.

## Transferring to Another Provider

If, as an international student, you are enrolled at HILC and you wish to transfer your enrolment to another registered provider within six months of your primary course at HILC, the following process will be followed:

1. You must request HILC's permission to transfer in writing. The request must be accompanied by a formal Letter of Offer from the new provider.

2. You will then be interviewed by the International Student Contact Officer, who will enquire after and explain the following issues relevant to your transfer request:
   a. Reasons for the transfer – career pathways, study pathways or personal aspirations, quality or appropriateness of HILC course, appropriateness of proposed course, student's study capabilities.
   b. Support services or other formal or informal support avenues – both at HILC and the proposed provider.

    c.   The financial aspects of the transfer – refunds due from HILC, fees at new provider, source of funds, changes to cost of living.

    d.   Accommodation, including your obligations and conditions in current accommodation, proposed accommodation when with new provider. If you are allowed to change provider you must leave HILC accommodation under the terms of your Accommodation agreement.

    e.   Whether you are under some form of intervention (either academic or behavioural) and/or in danger of being reported to DIAC

    f.   Immigration and visas – what actions you might need to take in relation to your visa.

    g.   The conditions under which a transfer will be allowed or declined.

3. The International Student Contact Officer will make a decision to either allow or decline your transfer request. A decision to decline the request will only be made if it appears that the transfer is not in your best interest, or is a result of active recruitment by the proposed provider within the first six months of your enrolment at HILC, or the result of otherwise unethical recruitment. Factors that would lead to the conclusion that the transfer is not in your best interest include:

    a.   The proposed course is not appropriate for your career or study path, or personal aspirations, or appropriate to your study capabilities.

    b.   The transfer would leave you in a precarious accommodation situation.

    c.   The level of support you are likely to receive upon transfer is likely to cause distress, hardship or failure.

    d.   The transfer would cause or exacerbate financial hardship.

    e.   It is clear you do not understand the nature or details of the course or the provider they propose to transfer to.

    f.   You are seeking to avoid being reported to DIAC.

    g.   The combination of training, financial, social, accommodation and personal factors would likely cause or promote personal hardship for the student

If the proposed transfer is not detrimental you, or a result of unethical recruitment practices, then the transfer will be allowed.

4. Within 10 days of your initial written request interview, the International Student Officer will issue either:

    a.   A letter of release along with a withdrawal form (which must be completed and returned to receive any refund), or

    b.   A letter advising that the request for transfer has been declined, explaining in detail the reasons why.

5. If your request for a transfer is declined, you can access the College's Complaints and Appeals process (refer to the Complaints and Appeals section in this Handbook).

If you have already completed six months in your course of study with HILC, you do not need to go through the above process. You will, however, need to go through the normal Withdrawal process (see Withdrawal section in this Handbook).

# 7. ASSESSMENT GUIDE

## 1. Assessment Tasks

Students are required to complete assessment tasks in order to fulfil the requirements of the course. The assessment task(s) for each subject are outlined in the syllabus for each subject and available on the student portal on the College website.

Assessment tasks are more than earning a grade. They are designed to provide the student with a learning experience that extends and enhances work in class. They are given specifically to:

- Extend studies to cover material beyond that which can be covered in class.
- Broaden understanding of the material covered in class.
- Develop research skills necessary in preparation for ministry.
- Assist in understanding and fulfilling the subject outcomes and aims.
- Ensure that learning outcomes and competencies are met.
- Allow the development of practical applications of theoretical work done in class.

Assessment tasks may be in the form of:

- <u>Assessments:</u> Generally a well-structured short written composition or essay that deals with a single topic and expresses an aspect of research from written material & field case work. The application is then directed towards a suggested problem/question.
- <u>Book Reports:</u> Requiring a book to be read or a section thereof, that is immediately associated with your subject. Opinions are not valid during the report, only a summary of what you consider to be the main or related points. You may express an opinion in your opening and concluding remarks only.
- <u>Debates:</u> There may be two (or more) teams organized from within the class to research a set topic and debate opposing sides of that topic.
- <u>Examinations:</u> Usually set at the end of the semester, they will cover information indicated by the trainer, to enable you to recall/ revise the content of a subject.
- <u>Performances:</u> Students participating in Worship Music performance subjects will be required to either perform in the Performance Major Day event or provide evidence of contribution to creative arts ministry in a specified semester.
- <u>Presentations:</u> The student(s) researches a subject and prepares a talk, demonstration, discussion or sermon to present to the class. The aim of such assessments is to give the student an opportunity to further research a topic and provide an avenue for them to outwork their findings for the benefit of the entire class.
- <u>Report:</u> A statement or record of an investigation or assigned task that may or may not require research.
- <u>Directed work:</u> As defined by respective trainers.

Assessment Writing
In order to complete assessments successfully:

- <u>Clarify the question</u> and answer it. Assessments, which do not address the question, cannot be marked Competent. If you are having difficulties, seek clarification from either a peer, lecturer, trainer or access the Student Support team.
- <u>Research</u> your topic carefully taking notes and recording the references you used.
- <u>Plan</u> and draft your paper.
- Keep to the <u>word count</u>. 10% above or below the stated word count is permissible. (Eg. 100 words range above or below a 1000 word assessment).

- <u>Proofread</u> your work carefully for correct grammar and spelling before submitting. Students should ensure their work is thoroughly checked for correct English, especially if English is not his or her primary language.
- <u>Format</u> assessments as outlined in this guide.
- <u>Submit</u> your assessment by the due date.
- Always keep a copy of your assessment.

Essays

Short essays are a regular feature of assessment in College courses, and it is important that students work to produce essays that are clear and well-structured. Essays should consist of the following:

<u>Introduction</u>: This section introduces the assessment, how you plan to approach it, *clearly stating the main point of your essay* and creating a lead into the body of your assessment. It should be approximately 100-150 words (one paragraph).

<u>Body</u>: This section represents the most important part of your assessment and is the largest section. It should be divided up evenly by paragraphs with one main point per paragraph.

- Paragraphs should have more than one sentence. A well-constructed paragraph will generally include a topic sentence, which will be followed by the sentences developing and clarifying the topic, followed by a concluding sentence.
- In an academic paper, using "bullet points" or using lists with numbers is inappropriate.  Rather, use several sentences starting with 'First', 'Second', and so on.
- A paragraph should deal with only one topic or one aspect of one topic, and should not be too long. (As a rule of thumb if it is going on for over half a page, reread it to see if it can be broken down in to two or more paragraphs).
- Headings and divisions need only to be used for longer essays. To introduce a major division of your assessment, use a centred heading, written in capitals, not underlined or numbered. If you use bold print in a larger size, you may place flush left. To introduce a subdivision, use a free standing flush left side heading, on a line by itself. This is underlined and may also be in bold print, with or without numbering or lettering. For further subdivisions, also use a free standing flush left heading, not underlined. Numbering divisions aids your presentation, especially if you require a contents page.

<u>Conclusion</u>: Draw all your thoughts together in summary form, and create a sense of completion (approx. 100 -150 words).

<u>Bibliography</u>: This is a list of all books consulted for the assessment. It must be on a separate page and be formatted correctly. Refer to "Referencing" section.

## 2. Presentation of Assessments

Good presentation is important and helps the reader understand the message of your assessments. Students must present assessments according to the following format:

- <u>Font</u>: ALL written assessments must be typed. Assessments not typed will not be marked. The font should be Times New Roman, size 12.

- <u>Page Layout</u>: Paper should be A4, unlined and typed on one side only. All margins to be 2.5cm each. Student assessments should be uploaded directly on the college portal. In the case of a hard copy assessment submission, then the official Assessment Cover Sheet (located on the student portal) should be stapled to front of the assessment and details entered should be typed not handwritten. Do NOT put

hard copy assessments into a folder. Each Assessment Cover Sheet contains a barcode that registers when the assessment is submitted. These should be scanned and handed in at the College Library.

- ▪ Spacing: Double spacing should be used. Include a line break between paragraphs and do not indent new paragraphs. A line break should be left before and after each heading.

Eg.

---

Allow each paragraph to present a main idea, which must be expressed in the topic sentence. Expand, discuss, illustrate and support the topic you are referring to in that paragraph, ensuring all paragraphs relate to the overall assessment question by the use of the topic sentence. To introduce a paragraph heading, keep consistent with paragraph indentations, underline, and continue with text.

---

Abbreviations: If you use abbreviations in the text of your paper give the full title the first time with the abbreviation in brackets. After that, you can use the abbreviation without qualification. For example: "The Assemblies of God (AOG) in Australia has existed for nearly one hundred years. The AOG now constitutes one of the largest Christian denominations in Australia."

Capitalisation:
- ▪ 'God' is in upper case. If you are writing about other gods, use lower case.
- ▪ 'Bible' is only upper case when it is called "the Bible" (or if it begins a sentence as here) i.e. it has to be a proper noun for it to receive the upper case. If you just write: "Wesley received his first bible on his fifth birthday", then it is lower case.
- ▪ 'Scripture' is lower case unless speaking of "the Scripture" (or if it begins a sentence). If you simply write "as scripture says . . ." then use lower case.

Number in the text: When referring to numbers write the number as a word if it is ten or less, but use the numerical form if it is 11 or greater (except when it is the first word of a sentence).

Illustrations and Diagrams: As your assessment is viewed as an academic work, pictures, drawings and charts are not appropriate unless they are to assist the assessment in revealing objective facts (eg an illustration of temple furniture would aid an area of Old Testament study) and not reflecting subjective opinions (eg. a illustration of Paul preaching).

Language: HILC requires all writers to use gender inclusive language in their submissions. Examples of common phrases include:

| Traditional | Inclusive |
| --- | --- |
| man, men | persons, person, people, human beings |
| mankind | humanity, humankind |
| sons of God | children of God, people of God |
| every man | every person, everyone |
| his | his or her, his/her |
| he | he or she, he/she |
| manhood | adulthood, maturity |
| layman | Lay person |

## 3. Referencing

# <u>How to Reference: Turabian Style</u>

Referencing styles vary across institutions. At Hillsong College the Turabian Style of referencing is used. The Turabian style cites reference material in footnotes, including all relevant bibliographic information. The footnotes provide the immediate details of a source from which the information has been acquired. Secondly, the Turabian style includes all the bibliographic information in a bibliography at the end of the paper. Except for a few minor differences, the Turabian style is very similar to 'The Chicago Manual of Style.' However, the Turabian Style is very different to the Harvard, MLA (Modern Language Association of America) or APA (American Psychological Association) styles which are endorsed in other academic institutions.

More information on the Turabian style can be found by referring to:
Turabian, Kate L. A *Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition. Chicago: University of Chicago Press, 2007.
OR http://www.lib.berkeley.edu/instruct/guides/chicago-turabianstyle.pdf

When using the Turabian style, every time you refer to information from a source you need to footnote the details. The first time a work is mentioned, the footnote should include the **complete** bibliographic information. Thereafter it may be abbreviated (see Subsequent Referencing). There is a particular order that you need to conform to in writing the bibliographic details of your citations. The following paragraphs provide you with information about how to cite different sources in your paper; whether it is a book, journal, or online reference.

# SECTION A
## 1.    <u>Books</u>
For books, the full reference must include the following information in the order shown:
- Name of author(s)
- Title and (if any) subtitle
- Name of editor, compiler or translator (if any)
- Number or edition, if other than the first
- Facts of Publication
- Place of Publication
- Name of Publisher
- Date of Publisher
- Page numbers (only in footnotes)

a.    <u>One to three authors</u>
The most common reference you will cite is a book with one to three authors.

**i. First citation in the footnotes:**
[1] Jacqueline Grey, *Them, Us and Me: How the Old Testament Speaks to People Today* (Sydney: APPS & SCD Press, 2007), 45.

[2] Neil J. Ormerod and Shane Clifton, *Globalization and the Mission of the Church* (Edinburgh: T & T Clark International, 2009), 4.

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**ii. Subsequent citations in the footnotes:**

[1.] Grey, 45.

Or

[1.] Grey, *Them, Us and Me,* 45.

*Note:* **You should use the second option if you are citing numerous texts written by Grey.**

[2.] Ormerod and Clifton, 4.

Or

[2.] Ormerod and Clifton, *Globalization and the Mission of the* Church, 4.

**Alternatively**

If you are referencing the exact same text as the footnote ***immediately prior*** to the one you are currently inserting then you can use "Ibid," meaning "in the same place." However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

[1.] Ibid.

Or

[1.] Ibid., 47.

**iii. In the bibliography:**

Grey, Jacqueline. *Them, Us and Me: How the Old Testament Speaks to People Today.* Edinburgh: T & T Clark International, 2009.

Ormerod, Neil J., and Shane Clifton. *Globalization and the Mission of the Church.* Edinburgh: T & T Clark International, 2009.

*Note:*
- **Any designations such as Dr, Professor, Mrs, or academic qualifications etc., are omitted from your citation of the author**
- **The Title of the book is *italicised***
- **The Title of the Book retains the original spelling**
- **The Title of the Book should be capitalised except for the articles, prepositions and coordinating conjunctions (For example the words: 'the', 'and', 'for', 'but', 'or', 'it', 'a', 'is', etc., are not capitalised within the title unless it is the first word of the title. See Jacqueline Grey example above)**
- **The 'Facts of Publication' ARE put in parentheses or brackets in the footnotes but NOT in the bibliography!**
- **The author's name is in a different order in the footnotes compared to the bibliography. (In the bibliography the author's surname comes first, in the footnotes the author's given name goes first)**
- **The footnotes include page numbers. However, this is NOT included in the bibliography (except, as will be noted later, for journal articles and chapters in a book.)**
- **Do not include ISBN numbers, postcodes or copyright symbols etc**

b.   <u>Three or more authors</u>
   If the work has more than three authors it is normal to cite the first author, and to follow it with the Latin term 'et al.' (meaning "and others").

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**i. First citation in the footnotes:**

[1.] Martin Greenberger et al., *Networks for Research and Education: Sharing of Computer Information Resources Nationwide* (Cambridge: MIT Press, 1974), 54.

**ii. Subsequent citations in the footnotes:**

[1.] Greenberger et al., 54.

Or

[1.] Greenberger et al., *Networks for Research and Education: Sharing of Computer Information Resources Nationwide,* 54.

**Alternatively**

If you are referencing the exact same text as the footnote ***immediately prior*** to the one you are currently inserting then you can use "Ibid," meaning "in the same place." However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

[1.] Ibid.

Or

[1.] Ibid., 62.

**iii. In the bibliography:**

Greenberger, M., et al. *Networks for Research and Education: Sharing of Computer Information Resources Nationwide.* Cambridge: MIT Press, 1974.

c.    Author Plus Editor

If the book has an author as well as an editor or editors, you need to indicate this with the abbreviation "ed."

**i. First citation in the footnotes:**

[1.] Walter Brueggemann, *The Psalms and the Life of Faith*, ed. Patrick D. Miller (Minneapolis: Fortress Press, 1995), 29.

**ii. Subsequent citations in the footnotes:**

[1.] Brueggemann, 29.

Or

[1.] Walter Brueggemann, *The Psalms and the Life of Faith*, 29.

**Alternatively**

If you are referencing the exact same text as the footnote ***immediately prior*** to the one you are currently inserting then you can use "Ibid," meaning "in the same place." However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

[1.] Ibid.

Or

[1.] Ibid., 30.

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**iii. In the bibliography:**

Brueggemann, Walter. *The Psalms and the Life of Faith*. Edited by Patrick
        D. Miller. Minneapolis: Fortress Press, 1995.


d.       <u>No given author</u>

When there are no identifiable authors or editors the citation is as follows.


**i. In the footnotes and bibliography:**

*The Holy Bible. New International Version* (Grand Rapids, Michigan: Zondervan
Publishing House, 1984).

**Note: In the bibliography, a source with no author is inserted where it fits alphabetically,
according to the first letter of the title.**


e.       <u>Chapter in a Book</u>

When a book is a collection of essays or chapters, written by different authors and
compiled by an editor or editors, reference it is as follows.


**i. First citation in the footnotes:**

[1.] Lily Arasaratnam, "Communication and Expectations: Differences Between Men
and Women Explored," in *Raising Women Leaders: Perspectives on Liberating Women in
Pentecostal and Charismatic Contexts*, ed. Shane Clifton and Jacqueline Grey (Sydney:
APS, 2009), 236.


**ii. Subsequent citations in the footnotes:**

[1.] Arasaratnam, "Communication and Expectations," 236.


**Alternatively**

If you are referencing the exact same text as the footnote **immediately prior** to the
one you are currently inserting then you can use "Ibid," meaning "in the same
place." However, depending on whether the page number of your current reference
is the same as or different to the reference immediately prior, you will either write:


[1.] Ibid.
Or
[1.] Ibid., 240.


**iii. In the bibliography:**

Arasaratnam, Lily. "Communication and Expectations: Differences
        Between Men and Women Explored." In *Raising Women Leaders: Perspectives on
        Liberating Women in Pentecostal and Charismatic Contexts*, edited by Shane Clifton
        and Jacqueline Grey, 236-253. Sydney: APS, 2009.

**Note: You include the page numbers of the whole chapter cited in the bibliography.**


f.       <u>Book with a Translator</u>


**i. First citation in the footnotes:**


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[1.] Wolfhart Pannenberg, *Basic Questions in Theology: Volume One*, trans. George H. Kelm (London: SCM, 1970), 11–12.

**ii. Subsequent citations in the footnotes:**
[1.] Pannenberg, 11–12.
Or
[1.] Pannenberg, *Basic Questions in* Theology, 11–12.

**Alternatively**
If you are referencing the exact same text as the footnote **immediately prior** to the one you are currently inserting then you can use "Ibid," meaning "in the same place." However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

[1.] Ibid.
Or
[1.] Ibid., 20.

**iii. In the bibliography:**
Pannenberg, Wolfhart. *Basic Questions in Theology: Volume One.* Translated
      by George H. Kelm. London: SCM, 1970.

## 2.    Dictionaries/Encyclopaedias

Dictionary and encyclopaedia articles can either be signed or unsigned, and are generally treated the same as citing chapters in a book. For example:

**i (a). If *signed*, include the author as follows in the footnotes:**
[1.] T. A. Hiebert, "Theophany in the OT," in *Anchor Bible Dictionary*, vol. VI, ed. D.E. Freedman (New York: Double Day, 1992), 505.

**i (b). If this source was *unsigned* it would be cited as:**
[1.] "Theophany in the OT," in *Anchor Bible Dictionary*, vol. VI, ed. D.E. Freedman (New York: Double Day, 1992), 505.

**ii. Subsequent citations in the footnotes:**
[1.] T. A. Hiebert, "Theophany in the OT," 505.
Or
[1.] "Theophany in the OT," 505.

**Alternatively**
If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use "Ibid," meaning, "in the same place." However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

[1.] Ibid.
Or

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[1.] Ibid., 506.

### iii. In the bibliography:
Hiebert, T. A. "Theophany in the OT." In *Anchor Bible Dictionary,* vol. VI, ed. D.E. Freedman, 505-511. New York: Double Day, 1992.

"Theophany in the OT." In *Anchor Bible Dictionary,* vol. VI, ed. D.E. Freedman, 505-511. New York: Double Day, 1992.

*Note:* **The unsigned source goes in alphabetical order by the first letter in the title of the chapter.**

## 3.   Journals
For journals, the full reference should include the following information in the order shown in accordance to the general principles noted above:
- Author(s)
- Title of the article - in inverted commas
- Title of the Periodical or Journal - in italics
- Volume or issue number (or both)
- Publication date - in brackets
- Page numbers

### i. First citation in the footnotes:
[1.] David Parker, "Situating the Spirit in the Preface of the Acts Narrative," *APS* 9 (2005/6): 77.

[2.] Shane Clifton, "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit," *Pneuma* 29, no. 1 (Spring 2007): 10.

[3.] Eric N. Newberg, review of *Extreme Islam: Anti-American Propaganda of Muslim Fundamentalism*, by Adam Parfrey and Mattias Gardell, *Nova religio* 11, no. 2 (N2007): 121.

### ii. Subsequent citations in the footnotes:
[1.] David Parker, "Situating the Spirit in the Preface of the Acts Narrative," 77.

[2.] Shane Clifton, "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit," 10.

[3.] Eric N. Newberg, review of *Extreme Islam: Anti-American Propaganda of Muslim Fundamentalism*, 121.

### Alternatively
If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use "Ibid," meaning "in the same place."

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However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

[1.] Ibid.
Or
[1.] Ibid., 20.

### iii. In the bibliography:

Parker, David. "Situating the Spirit in the Preface of the Acts Narrative."
*APS* 9 (2005/6): 74-80.

Clifton, Shane. "The Spirit and Doctrinal Development: A Functional
Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy
Spirit." *Pneuma* 29, no. 1 (Spring 2007): 5-23.

Newberg, Eric, N. Review of *Extreme Islam: Anti-American Propaganda of
Muslim Fundamentalism*, by Adam Parfrey and Mattias Gardell. *Nova religio* 11,
no. 2 (N2007): 121-124.

*Note:* **Within journal citations the title of the article is in "inverted commas," and the title of
the journal is *italicised*.**

## 4.    <u>Unpublished Material</u>

For papers presented at conferences or personal communications the citation is as follows.

### i. First citation in the footnotes:
[1.] Shane Clifton, "Preaching the 'Full Gospel' in the Context of Global
Environmental Crises" (paper presented at the annual meeting of the Society for
Pentecostal Studies, Durham, NC, March 13–15, 2008).

[2.] Eric Newberg, interviewed by author, Sydney, NSW, December 12,
2009.

### ii. Subsequent citations in the footnotes:
As above

### Alternatively
If you are referencing the exact same text as the footnote **immediately prior** to the
one you are currently inserting then you can use "Ibid," meaning "in the same
place."

[1.] Ibid.

### iii. In the bibliography:
Clifton, Shane. "Preaching the 'Full Gospel' in the Context of Global
Environmental Crises." Paper presented, annual meeting of the Society for
Pentecostal Studies, Durham, NC, March 13–15, 2008.

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Newberg, Eric. 2009. Interviewed by author. Sydney, NSW. December
12.

## 5. <u>Online Sources</u>

Today there are a lot more references available online. When citing these sources the general principles noted above apply. However, you also need to include the URL and the date of access.

*Note:* **Be careful which websites you choose to reference. Make sure it is a credible source. Do NOT reference wikipedia as the content on the site can be edited by any one.**

**i. First citation in the footnotes:**
[1.] Matt Redman, "Trinity," Worship Leader Magazine, http://www.worshipleader.com/index.cfm?tdc=dsp&page=articles_previous_detail&aid=31 [accessed December 9, 2009].

[2.] Australian Christian Churches: Assemblies of God in Australia, "What We Believe," About Us, http://www.aog.org.au/AboutUs/WhatWeBelieve/tabid/109/language/en-US/Default.aspx [accessed December 9, 2009].

[3.] Matthew Del Nevo, "Parameters of Pentecostal Aesthetics," *Cyberjournal for Pentecostal-Charismatic Research* 18 (January 2009), under "Cyberjournal 18," http://www.pctii.org/cyberj/cyberj18/nevo.html [accessed December 9, 2009].

**ii. Subsequent citations in the footnotes:**
As above

**Alternatively**
If you are referencing the exact same text as the footnote **immediately prior** to the one you are currently inserting then you can use "Ibid," meaning "in the same place."

[1.] Ibid.

**iii. In the bibliography:**
Redman, Matt. "Trinity." Worship Leader Magazine.
http://www.worshipleader.com/index.cfm?tdc=dsp&page=articles_previous_detail&aid=31 [accessed Dec 9, 2009].

Australian Christian Churches: Assemblies of God in Australia. "What
We Believe." About Us.
http://www.aog.org.au/AboutUs/WhatWeBelieve/tabid/109/language/en-US/Default.aspx [accessed December 9, 2009].

Del Nevo, Matthew. "Parameters of Pentecostal Aesthetics." *Cyberjournal*

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*for Pentecostal-Charismatic Research* 18 (January 2009). http://www.pctii.org/cyberj/cyberj18/nevo.html [accessed December 9, 2009].

*Note:* **Be aware of online sources and make sure they are of reputable quality before including them in your papers.**

## 6. <u>Bible Software</u>

These days a lot of students are making use of Bible software such as *Logos*. The way to reference material from such a source is as follows:

**i. First citation in the footnotes:**
[1.] John S. Feinberg, Paul D. Feinberg and Aldous Huxley, *Ethics for a Brave New World* (Wheaton: Crossway Books, 1993), 3, Logos Bible Software.

**ii. Subsequent citations in the footnotes:**
As above

**Alternatively**
If you are referencing the exact same text as the footnote **immediately prior** to the one you are currently inserting then you can use "Ibid," meaning "in the same place."

[1.] Ibid.

**iii. In the bibliography:**
Feinberg, John S., Paul D. Feinberg and Aldous Huxley. *Ethics for a Brave New World.* Wheaton: Crossway Books, 1993. Logos Bible Software.

## 7. <u>Films</u>

Occasionally you may want to reference a film, for subjects such as *Theology and Film* or *Cultural Hermeneutics*. The way to do this is as follows:

**i. First citation in the footnotes:**
[1.] *Jesus of Montreal*, DVD, directed by Denys Arcand (Canada: Centre National de la Cinématographie (CNC), 1989).

**ii. Subsequent citations in the footnotes:**
As above

**Alternatively**
If you are referencing the exact same text as the footnote **immediately prior** to the one you are currently inserting then you can use "Ibid," meaning "in the same place."

[1.] Ibid.

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**iii. In the bibliography:**
*Jesus of Montreal.* DVD. Directed by Denys Arcand. Canada: Centre
       National de la Cinématographie (CNC), 1989.

## 8.     <u>Referencing an Author Cited in a Secondary text</u>

Finally, you may want to insert a quote or summarise the view of a particular scholar found
in a text not written by that particular person. For example, you might come across Walter
Kasper quoted in Shane Clifton's text *Pentecostal Churches in Transition: Analysing the Developing
Ecclesiology of the Assemblies of God in Australia*, and may want to use Kasper's quote, which
reads: "All dialogues define the visible unity of all Christians as *communion*-unity, and agree in
understanding it, in analogy with the original Trinitarian model, not as uniformity but as
unity in diversity and diversity in unity."[1] In this case, the citation should be referenced as
follows:

**i. First citation in the footnotes:**
[1.] Walter Kasper as cited in Shane Clifton, *Pentecostal Churches in Transition: Analysing
the Developing Ecclesiology of the Assemblies of God in Australia* (Leiden: Brill, 2009), 10-11.

***Note:*** **Do NOT look up Clifton's reference of Kasper and insert a footnote which looks as if
you have cited Kasper's text itself.**

**ii. Subsequent citations in the footnotes:**
[1.] Walter Kasper as cited in Clifton, 10-11.
Or
[1.] Walter Kasper as cited in Clifton, *Pentecostal Churches in Transition*, 10-11.

**Alternatively**
If you are referencing the exact same text as the footnote ***immediately prior*** to the
one you are currently inserting then you can use "Ibid," meaning "in the same
place."

[1.] Ibid.

**iii. In the bibliography:**
Clifton, Shane. *Pentecostal Churches in Transition: Analysing the Developing Ecclesiology of the
       Assemblies of God in Australia.* Leiden: Brill, 2009.

# SECTION B
# Putting it all together - An Example Bibliography:

A bibliography is the final list of all the sources referred to in your paper. The information is
ordered in alphabetical order by surname (or title if there is no author). The other general
principles of citations remain the same. Furthermore, in a bibliography no page numbers are
required unless you are citing a journal article or a separately authored chapter within a book.
There should be no more than one or two texts in the bibliography that are not directly
referred to in the body of your paper. The rest of the references in the bibliography will be
those specifically cited in your paper. For a 2000 word paper you should have at least 10

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references in the bibliography (i.e. approx 1 reference per 200 words of assignment word count).

Bibliography

Arasaratnam, Lily. "Communication and Expectations: Differences Between Men and Women Explored." In *Raising Women Leaders: Perspectives on Liberating Women in Pentecostal and Charismatic Contexts*, edited by Shane Clifton and Jacqueline Grey, 236-253. Sydney: APS, 2009.

Clifton, Shane. "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit." *Pneuma* 29, no. 1 (Spring 2007): 5-23.

Del Nevo, Matthew. "Parameters of Pentecostal Aesthetics." *Cyberjournal for Pentecostal-Charismatic Research* 18 (January 2009). http://www.pctii.org/cyberj/cyberj18/nevo.html [accessed December 9, 2009].

Greenberger, M., et al. *Networks for Research and Education: Sharing of Computer Information Resources Nationwide.* Cambridge: MIT Press, 1974.

Grey, Jacqueline. *Them, Us and Me: How the Old Testament Speaks to People Today.* Edinburgh: T & T Clark International, 2009.

Newberg, Eric, N. Review of *Extreme Islam: Anti-American Propaganda of Muslim Fundamentalism*, by Adam Parfrey and Mattias Gardell. *Nova religio* 11, no. 2 (N2007): 121-124.

Ormerod, Neil J., and Shane Clifton. *Globalization and the Mission of the Church.* Edinburgh: T & T Clark International, 2009.

Pannenberg, Wolfhart. *Basic Questions in Theology: Volume One.* Translated by George H. Kelm. London: SCM, 1970.

Parker, David. "Situating the Spirit in the Preface of the Acts Narrative." *APS* 9 (2005/6): 74-80.

**Note:**
- The list is ordered in alphabetical order by surname
- The title of the book is italicised
- The facts of publication are **NOT** in parentheses or brackets
- The author's name is in a different order to the footnotes. (In the bibliography the surname comes first, in the footnotes the given name is first)
- When there are multiple authors, only the first author is put in Surname-First Name order, the other authors are kept in First Name-Surname order.
- The bibliography does not include page numbers, except when citing journal articles or a chapter/s in an edited book.

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<u>Referencing the Bible:</u>

When referring to a Bible verse you only need to give the Scripture reference and translation, you do not need to quote the whole verse. However, there are times when quoting a verse is relevant to the paper.

For example: Paul is continually encouraging the early believers to stand firm in the faith.[1]
[1.] Cor. 16:13; Gal. 5:1; Eph. 6:14; & 2 Thess 2:15 TNIV (Today's New International Version).

The accepted abbreviations for the books of the bible are as follows:

<u>Old Testament</u>

| | |
|---|---|
| Genesis | Gen |
| Exodus | Ex or Exod |
| Leviticus | Lev |
| Numbers | Num |
| Deuteronomy | Dt or Deut |
| Joshua | Josh |
| Judges | Judg |
| Ruth | Ruth |
| 1 & 2 Samuel | 1 & 2 Sam |
| 1 & 2 Kings | 1 & 2 Kings |
| 1 & 2 Chronicles | 1 & 2 Chron or Chr |
| Ezra | Ezra |
| Nehemiah | Neh |
| Esther | Esther or Est |
| Job | Job |
| Psalms | Ps |
| Proverbs | Pr or Prov |
| Ecclesiastes | Eccl or Eccles |
| Song of Songs | S of S |
| Isaiah | Is or Isa |
| Jeremiah | Jer |
| Lamentations | Lam |
| Ezekiel | Ezek |
| Daniel | Dan |
| Hosea | Hos |
| Joel | Joel |
| Amos | Am or Amos |
| Obadiah | Obad |
| Jonah | Jon |
| Micah | Mic |
| Nahum | Nah |
| Habakkuk | Hab |
| Zephaniah | Zep |
| Haggai | Hag |
| Zechariah | Zec |

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Malachi                    Mal

New Testament
Matthew                    Matt or Mt
Mark                       Mk or Mark
Luke                       Lk or Luke
John                       John or Jn
Acts                       Acts
Romans                     Rom
1 & 2 Corinthians          1 & 2 Cor
Galatians                  Gal
Ephesians                  Eph
Philippians                Phil
Colossians                 Col
1 & 2 Thessalonians        1 & 2 Thess
1 & 2 Timothy              1 & 2 Tim
Titus                      Tit
Philemon                   Philem or Phlm
Hebrews                    Heb
James                      Jas or James
1 & 2 Peter                1 & 2 Pet
1 & 2 & 3 John             1 & 2 & 3 Jn or John
Jude                       Jude
Revelation                 Rev

Footnoting Tools:

There are tools in your Word processing software to make footnoting easier.

In Microsoft Word:
- Place your cursor where you want your footnote to go, (usually this should be at the end of your sentence).
- Go to the "Insert" menu
- Scroll down and click on "References"
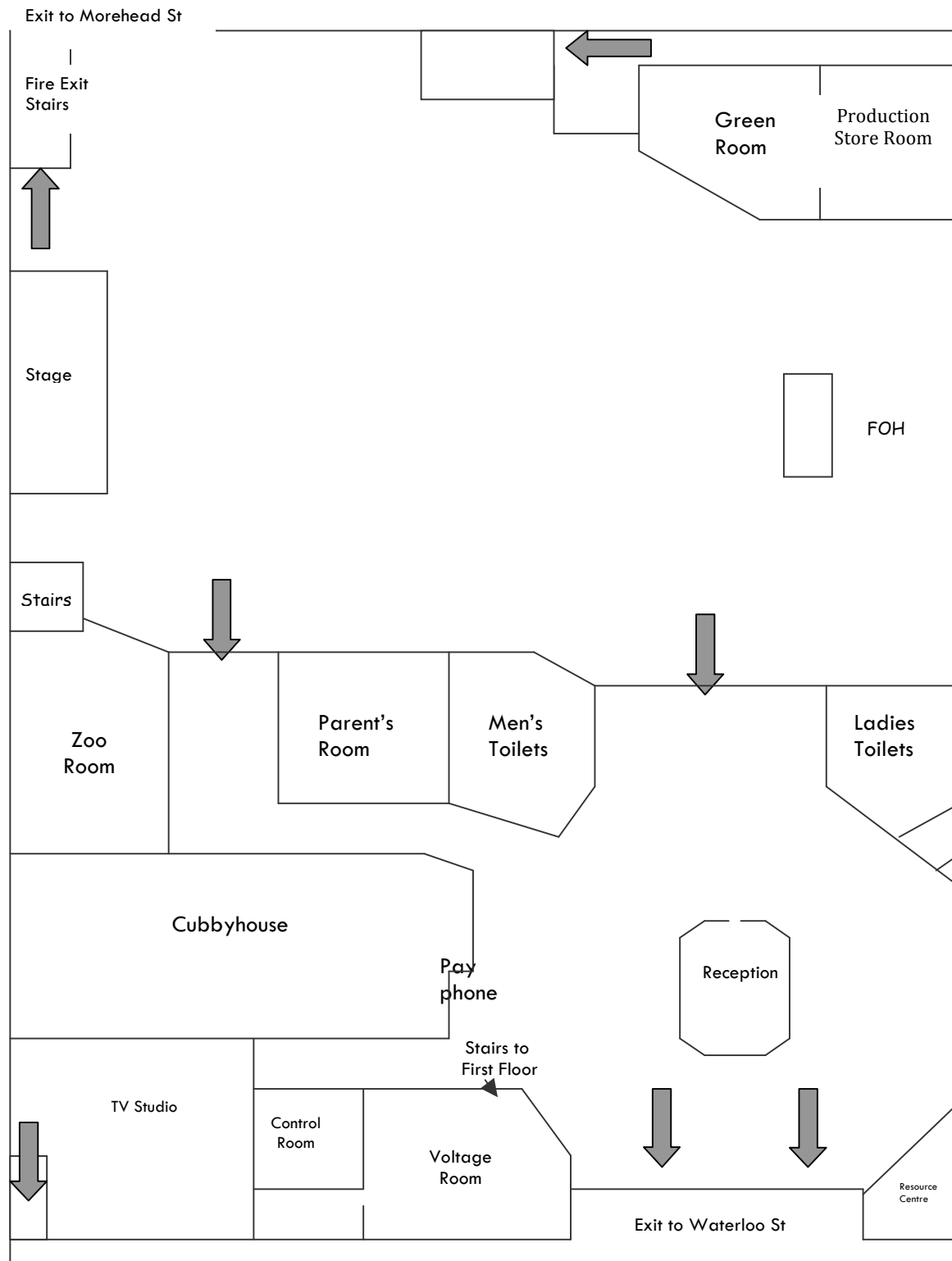- Choose "Footnote"
- Click "Insert"

You will then find that a superscript number has been inserted in your text, and that you can write in the footer of your document the citation details.

This tool is very easy to use. Another feature of this tool is that if you cut and paste a sentence within your paper which has a footnote citation, it will automatically cut the footnote and paste it in the footer with the sentence. It will even re-order the superscript numbers for you and put the citation in the correct placement in the footer.

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# APPENDIX 1: FACILITIES

## City Campus Ground Floor

Exit to Morehead St

Fire Exit Stairs

Stage

Stairs

Zoo Room

Green Room

Production Store Room

FOH

Parent's Room

Men's Toilets

Ladies Toilets

Cubbyhouse

Pay phone

Reception

Stairs to First Floor

TV Studio

Control Room

Voltage Room

Resource Centre

Exit to Waterloo St

## City Campus First Floor

Look down to
Main Auditorium

Fire Exit
Stairs

Thru to Staff
Toilets

Drum Room

Church
offices

Principal's
office

Music
Room

Kitchen

Keybrd
Room

Thru to Staff
Offices

Admin
Office

Library

Library

2nd Auditorium

Faculty
Office

Look down to
Reception

FOH

Stairs to Ground
Floor

Thru to Staff
Offices

Store
room

Library
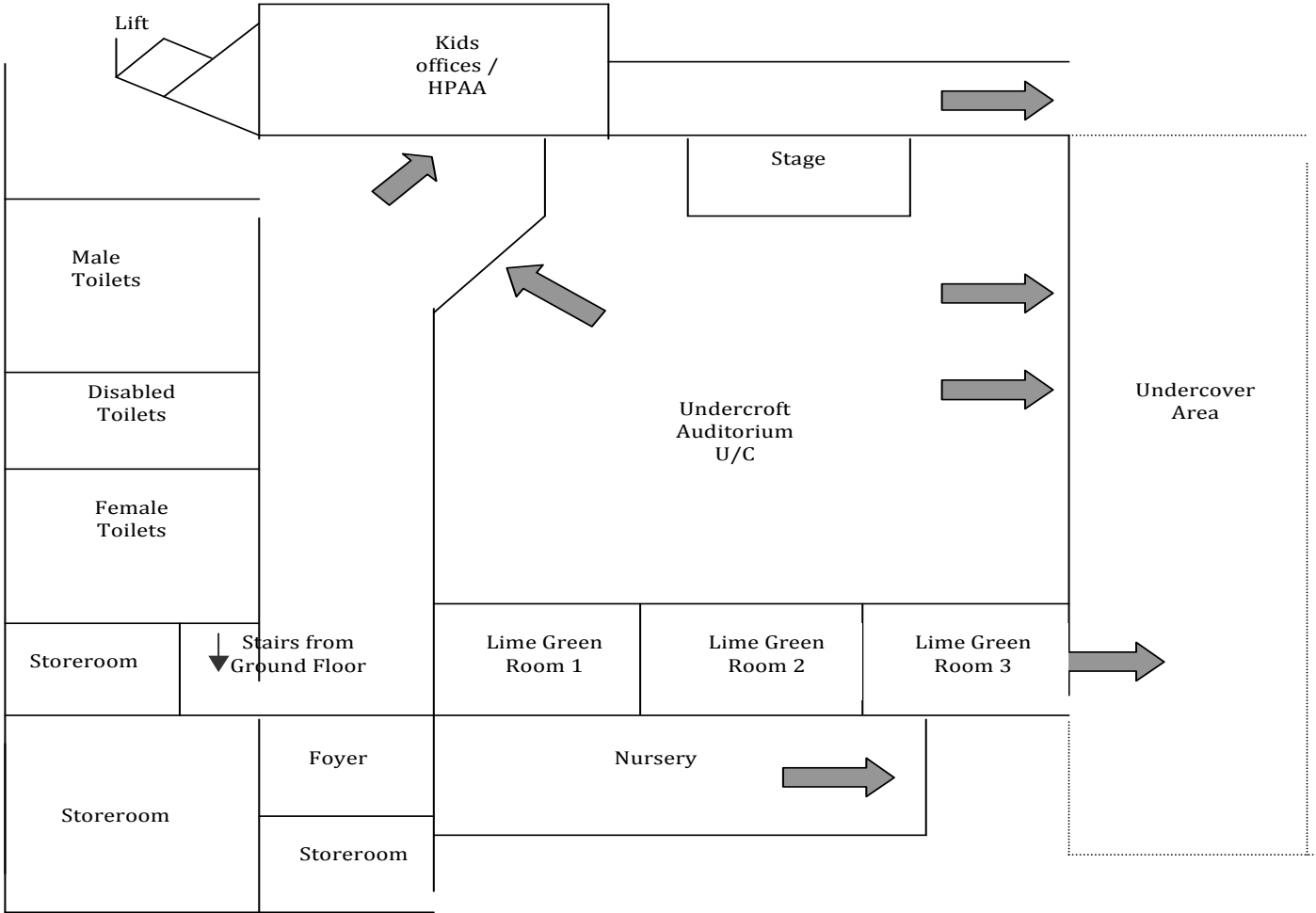Study

## Hills Campus Hub Ground Floor
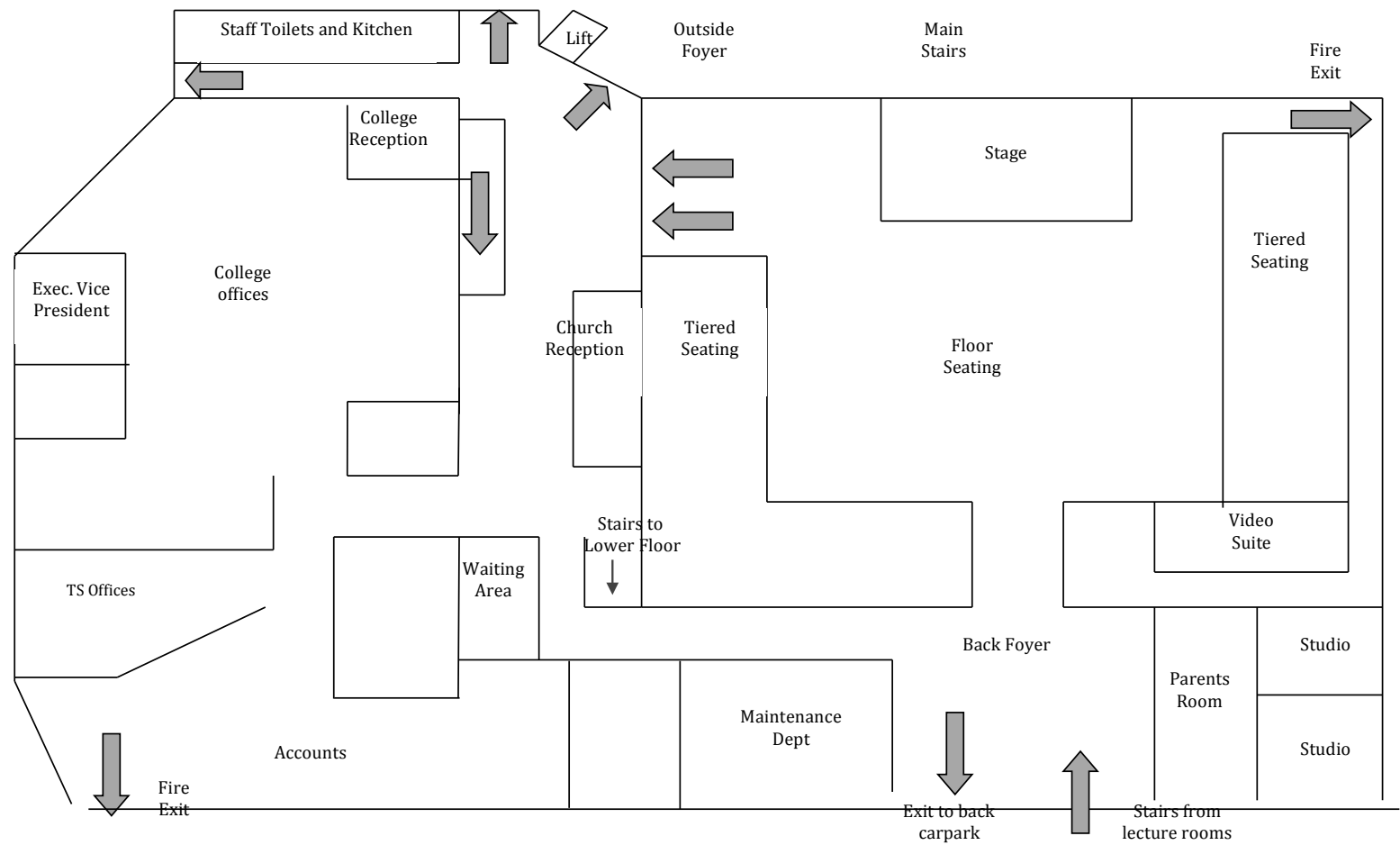
## Hills Campus Hub First Floor
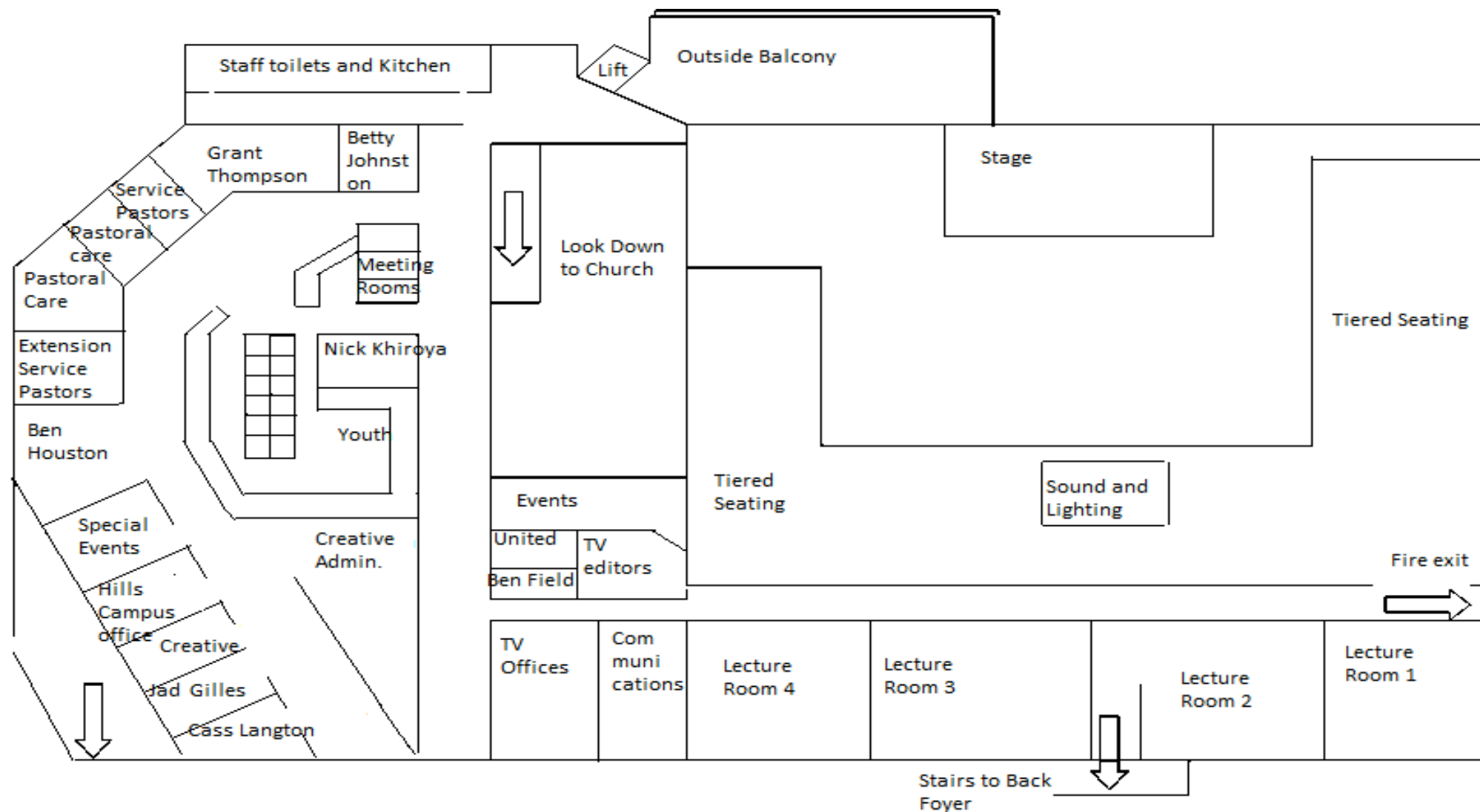
## Hills Campus Hub Lower Ground Floor

Lift

Kids offices / HPAA

Stage

Male Toilets

Disabled Toilets

Female Toilets

Undercroft Auditorium U/C

Undercover Area

Storeroom

Stairs from Ground Floor

Lime Green Room 1

Lime Green Room 2

Lime Green Room 3

Storeroom

Foyer

Nursery

Storeroom

## Hills Campus Convention Centre Level 1



CC
WF

WESTERN
FOYER

LIFT

Resource Centre

DOOR 4

PLATFORM

DOOR 1

Loading Dock

C

Parents Room

Kids WC

WC

CC Aud.

Studio 1

Cubby House Children's Program

Children's Play Area

CC Dance Foyer

Dance Studio

Kids WC

Studio 2

Cubby House Children's Program

A

DOOR 3

DOOR 2

Access to Ministry Centre

WC

Access to Car Park

F + P

The Basement

CB

N

Stage

LEVEL ONE

Porte Cochere

## Hills Campus Convention Centre Level 2

## Hills Campus Convention Centre Level 3



CC
Tech

LIFT
Parents
Room

Bible College Library

PLATFORM

DOOR
26

DOOR
9

DOOR
25
C9
DOOR
10
C1

DOOR
24
C8
DOOR
11
C2

DOOR
23
DOOR
12

DOOR
22
DOOR
13

C7
C3

DOOR
21
DOOR
14

C6
C4
DOOR
15

DOOR
20
C5

19 18
DOOR
17 16
Mezzanine Level
Over Main Foyer

LEVEL
THREE

Porte Cochere
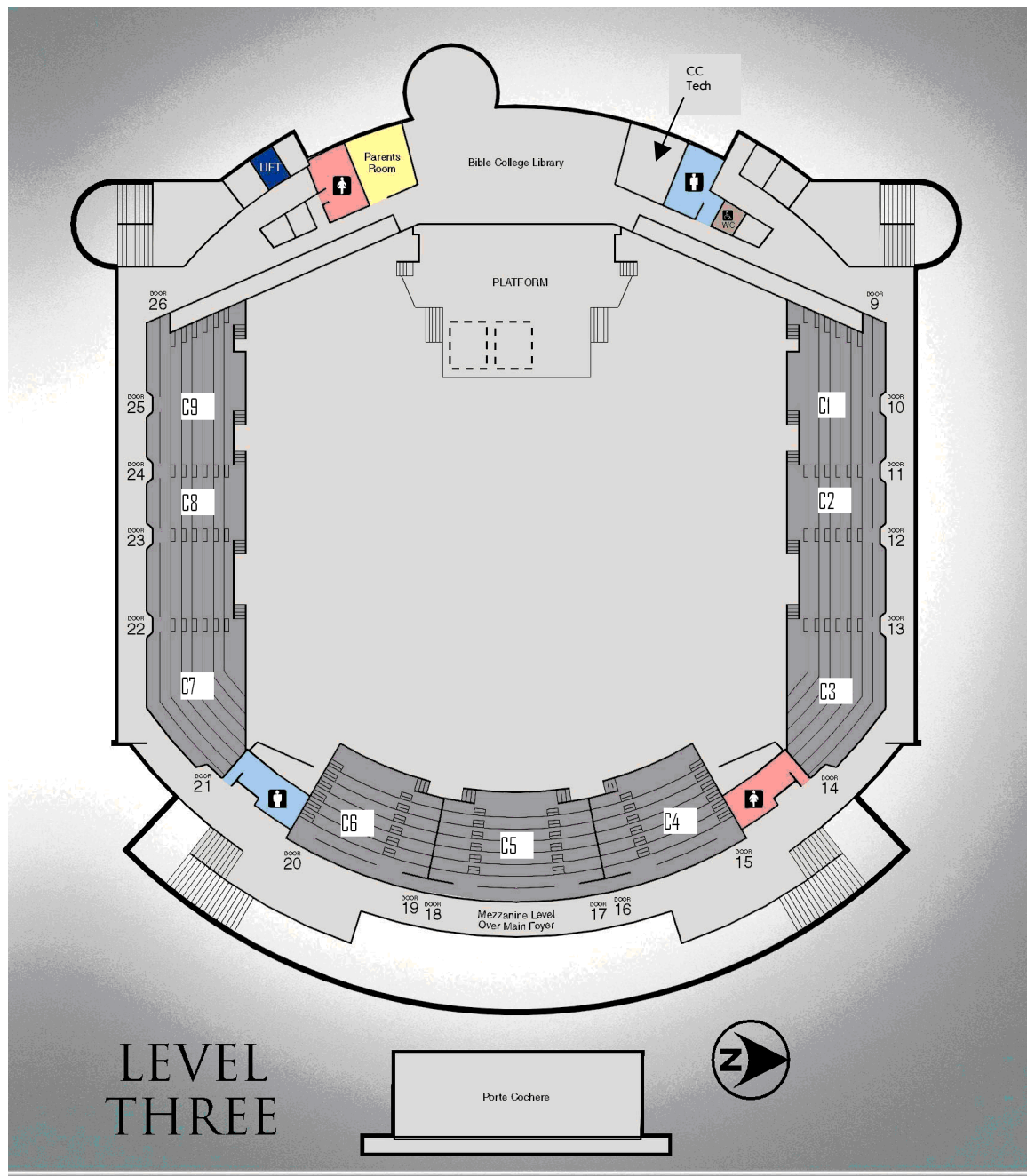
**Parents Room:** located near door 26, for children aged under 12 months. **Bathrooms:** Male (near doors 9 & 21), Female (near doors 14 & 26) and Disabled (near door 9).

MAP KEY

New People &
Visitors Lounge

Male Bathrooms

Resource Centres

Parents Rooms

Female Bathrooms

Public Lift

Information Booths

WC
Disabled Bathroom

Public Telephones

# APPENDIX 2: CODE OF PRACTICE

## 1. Educational Philosophy

Hillsong International Leadership College (HILC) exists to train Christian leaders for ministry in every sphere of the church and community life. The College operates in a symbiotic relationship with Hillsong Church, which provides a wide and diverse number of resources and opportunities for the theoretical and practical aspects of College's educational processes. The College operates as part of the ministry of Hillsong Church, and thus works to further the vision and mission of the Church, which is to reach and influence the world by building a large Christ-centred, Bible-based church, changing mindsets, and empowering people to lead and impact in every sphere of life.

The College recognises the divine call upon every Christian to servant-leadership, to serve God through Jesus Christ and to serve one another. Each student is viewed as having inherent value and great potential to impact their sphere of influence. HILC is committed to helping students identify their God-given calling and develop the personal talents and leadership skills that will enable them to fulfil their life purpose and ministry. In its broadest sense, ministry consists of service in every area of life including the local church, community and workplace. However the College recognises the specialist demands of ordained ministry and trains students for a broad scope of ministry expression, some of which include youth, children, missions, music and the tv & media, as well as general church leadership.

Effective ministry flows out of the whole person. Therefore the College adopts a holistic approach to all its educational programs and is deeply committed to developing all areas of the individual. This extends beyond knowledge to skills, values and attitudes. Training and education pervades all areas including the spiritual, cognitive, affective, relational and practical domains. Spiritual development remains the highest priority and is an integral component of all courses. The College specifically seeks to instil in students a distinctive approach and philosophy to church life and ministry, reflected in Hillsong Church's life and ministry, which includes values such as servant-hood, excellence, dedication and integrity. These things underscore all of the College's curriculum and culture.

As a Christian College, the Bible forms the core of the curriculum and is the standard for all teaching and praxis. Classes are conducted in a way that stimulates reflection, encourages personal growth and allows for self-directed study. Students are equipped with a sound knowledge of the Bible, as well as an understanding of the analytical processes for its application to personal growth and ministry. Teaching is always aimed at transformation, with a strong emphasis on application so that students' lives display consistency in belief and practice.

The College recognises the different strengths and capacities of students and as such, seeks to provide a range of courses that cater for varying levels of academic ability. The acquisition of skills is an essential part of the College curriculum and subjects typically contain a high skills component. This ensures that students demonstrate competency in the workplace and include leadership, study skills, personal life skills, interpersonal and communication skills. The College employs a variety of teaching approaches with a heavy emphasis on learning through practical experience. Fieldwork, coaching and internships are an integral feature of academic programs. Students are able to learn both theory and practice side by side in and through the ministry departments of Hillsong Church.

Because of the practical approach to education and emphasis on modelling, care is given to employ leaders and teachers that are proven in their areas of specialisation. The teaching approach of the College is highly relational and the staff are engaged in a significant degree of pastoral involvement with the student body. Students work

alongside of highly skilled and motivated leaders who impart not only knowledge and expertise, but also ethos and attitude.

The College provides training services to adherents of all church streams, but maintains the distinctive emphasis of the Assembly of God denomination (also known as Australian Christian Churches within Australia). While being Protestant in belief, it is referred to as being 'Pentecostal in application'. The premise for all religious teaching in the course is based on the AOG Articles of Faith. The College also welcomes students from all Christian Church affiliated denominations.

## 2. Provision of Education and Training Services

2.1. All College courses and curriculum are developed according to its educational philosophy and express the mission and vision statement of Hillsong Church.

2.2. The College has policies and management practices which maintain high professional standards in the delivery of education and training services, and which safeguard the educational interests and welfare of students. These standards comply with regulations set by Government bodies. Copies of standards are available on request.

2.3. The College maintains a learning environment that is conducive to the success of all students. The College has the capacity to deliver the nominated courses, provide adequate facilities and use methods and materials appropriate to the learning needs of students.

2.4. The College monitors and assesses the performance, course attendance and progress of students using assessments that are delivered in an approved manner.

2.5. The College maintains a policy of access and equity in the delivery of all its services.

2.6. All courses delivered by the College are named appropriately and reflect the level and content students are taught.

2.7. The College regularly reviews and updates its courses, and seeks approval with accrediting bodies prior to course changes or before commencing new courses.

2.8. The College recognises prior learning and credit gained at other Registered Training Organisations. The College recognises awards with AQTF qualifications and Statements of Attainments issued by other RTOs. Advanced standing is granted on the basis of documented evidence and compliance with predetermined criteria set according to course objectives and curriculum.

## 3. Marketing of Education and Training Services

3.1. The College markets its courses with integrity and accuracy; avoiding vague, misleading and ambiguous clauses.

3.2. In the provision of information, no false or misleading comparisons are drawn with any other educational institution or course.

3.3. The College markets its courses in accordance with the principles and requirements of the accrediting or endorsing bodies relevant to each course.

3.4. The College markets its courses to international students according to the education, cultural and regulatory systems of countries in which they seek to market and will not detract from the reputation and interests of other Australian institutions.

3.5. The College gains written permission from students before using any personal information in marketing materials.

## 4. Financial Standards

4.1. There is proper documentation of the contractual and financial relationship between the students and the College. The College makes copies of this documentation available to the student.

4.2. The College refund policy allows for return of monies for any agreed services not delivered including instances where the College defaults.

4.3. The College when dealing with fee paying students will seek to avoid causing financial distress and exploitation.

## 5. Provision of Information

5.1. The College supplies accurate and current information to students and prospective students on all relevant matters. This will include, but not be limited to, detailed and realistic estimates of costs of tuition, accommodation and living expenses; course and entry requirements (including and not limited to attendance, academic and ministry matters and standards of conduct), language requirements, status and outcomes of academic programs including recognition given to qualification(s) offered; withdrawal arrangements; refund entitlements; details of facilities and equipment; living conditions and staffing, visa conditions for international students, accommodation availability; internal and external appeals procedures and non academic student support services.

5.2. The College reviews regularly all information provided to students to ensure its accuracy and relevance.

## 6. Student Recruitment

6.1. Recruitment of students is conducted in an ethical and responsible manner at all times.

6.2. Offers of course placements are based on a student's selection in their application form.

6.3. The College ensures that the recruitment and placement of students complies with equal opportunity legislation and is consistent with immigration requirements.

## 7. Student Support Services

7.1. The College is sensitive to the needs of all students, and provides adequate services to meet them. These services include and are not limited to orientation, information and advice on accommodation, counselling, and welfare (pastoral care) facilities.

7.2. The College informs students of their rights and responsibilities and ensures they have access to a fair and equitable process for dealing with appeals. Where appeals cannot be resolved through internal processes, the College will advise students of external bodies where further assistance can be sought.

## 8. International Students

8.1. The College supplies accurate and current information to enable a person unfamiliar with the Australian education and training system and living conditions to make an informed decision about the appropriateness of the provider and its courses to the student's needs.

8.2. The College has obtained National registration for international students for its courses.

8.3. The College will ensure that staff involved with international students are not only suitably qualified but also sensitive to the culture(s) of the students being taught and will provide for training of such staff as appropriate.

8.4. The College informs prospective students of the migration regulations governing international student entry to and stay in Australia. The College informs prospective and enrolled students of any changes to student entry visa conditions, as advised by the Department of Immigration and Citizenship (DIAC) or its equivalent. This information includes advice on visa conditions, work rights, course requirements (including enrolment in a full-time course of study, attendance and academic progress matters), and to maintain adequate arrangements for the education of dependants, and to seek the prior approval of DIAC or its equivalent for certain course changes or before commencing or changing courses.

8.5. The College supplies support services particularly pertaining to the special needs of international students (practical, social and academic) throughout the enrolment, arrival and integration phases.

8.6. The College notifies the relevant Government authority if a student is no longer participating in a course at an institution for which they were enrolled.

8.7. Providers will ensure that the recruitment and placement of international students comply with equal opportunity legislation and are consistent with immigration requirements.

## 9. Staff Employment and Practice

9.1. As a statutorily-defined religious institution, the College recruits faculty and support staff on the basis of their ministry gifting and calling, qualifications, proven ministry experience and character in accordance with the Assemblies of God fellowship with which the College is associated.

9.2. All staff are expected to perform their duties with competency, integrity and compassion in compliance with the standards outlined in the Staff Code of Conduct and consistent with the College mission and purpose. Any breaches of the requirements will result in disciplinary sanctions. All staff are required to remain conversant with College expectations of their conduct.

9.3. The College ensures the ongoing professional development of its faculty and staff (including professional skills and teaching qualifications).

9.4. The College complies with the Occupational Health and Safety standards and other statutory and industrial award agreements as per current legislation, in order to provide a safe working environment

for its staff. A review committee has been established to assess risk and safety matters. The Committee consists of College staff, church production staff, church events staff and other church staff.

9.5. The College provides an appeals mechanism for staff to ensure equity, due process, natural justice and fair practice.

## 10. Record Keeping

10.1. The College keeps accurate and up-to-date records of student information. This includes but is not limited to, personal details, academic progress, reports of interviews, financial records and welfare reports in both hard copy and electronic format.

10.2. Student files include any forms, records of interviews or results while at College. This covers hard copies or computerised documentation. Examples include, but are not limited to; Application Form, Pastoral Reference Form, salvation testimony, academic transcripts, records of interviews and any counselling notes (all of which remain private and confidential at all times).

10.3. Access to these files remain confidential and are accessible by defined personnel according to College procedures and privacy legislation. These staff members include;

> Executive Vice President
> Campus Principals
> Academic Dean / Course Development Manager
> Campus Managers
> Tutorial Leaders
> College Counsellors
> Registrar
> Administration staff

10.4. The student may give written consent for someone other than the people listed above to have access to their files.

10.5. Students are required to put a request in writing using the (Application to Access Student file which can be found on the student portal) in order to be given access to their student file.

10.6. Student results are retained for a period of 30 years.

10.7. Records of completed student assessments are retained for the duration of the student's enrolment & then for a period of 6 months from which the competence for the student assessment was made.

10.8.

## 11. Access and Equity Policy

11.1. Hillsong International Leadership College is committed to equal opportunity in all areas of its operation. Access to the programs delivered by the College is open to all candidates with a sense of divine calling on their life, regardless of age, gender, race, national background, marital status, pregnancy, socio-economic background or physical disability.[2]

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[2] Copies of the NSW Anti-Discrimination Act 1977 are available through the Church Finance & Administration Manager.

The College has clear guidelines on the use of non-discriminatory language. Both staff and students are to avoid language in speech and in written communication that discriminates, stereotypes or denigrates people on the basis of their sex, age, race, marital status, ethnicity, linguistic or religious background.

# APPENDIX 3: STATEMENT OF FAITH

We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our every day lives (2 Timothy 3:16-17, 2 Peter 1:19-21).

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy (Genesis 1:1, Isaiah 43:10-11, Matthew 28:19, John 17:11, 1 John 4:16).

We believe that sin has separated each of us from God and His purpose for our lives (Isaiah 59:2, Romans 3:23, Romans 6:23).

We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place and rose again to prove His victory and empower us for life (Isaiah 53:4-6, John 1:1-14, John 14:6, Colossians 2:13-15, 1 Corinthians 15:20).

We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives (John 3:3) (Acts 2:38) (Romans 10:9) (Ephesians 2:8-9) (1 John 1:9).

We believe that in order to live the holy and fruitful lives that God intends for us we need to be baptized in water and be filled with the power of the Holy Spirit. The Holy Spirit enables us to use spiritual gifts, including speaking in tongues (Mark 16:16, Acts 1:8, Acts 2:4, Galatians 5:22-23).

We believe in the power and significance of the Church and the necessity of believers to meet regularly together for fellowship, prayer and the 'breaking of bread' (Matthew 16:17-19, Acts 2:42, 1 Corinthians 11:17-34).

We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfil our role in the Church and serve the community in which we live (John 4:23-24, Galatians 6:10, Ephesians 2:10).

We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively (Joshua 1:8, Matthew 8:16-17, 1 Thessalonians 5:23, 3 John 2, 2 Corinthians 9:11).

We believe that our eternal destination of either heaven or hell is determined by our response to the Lord Jesus Christ (John 3:36, John 5:28-29, 2 Thessalonians 1:8-9, Revelation 20:11-15).

We believe that the Lord Jesus Christ is coming back again as He promised (John 14:1-3, Acts 1:11, 1 Thessalonians 4:13-18).