



Work-Based Training Roles & Responsibilities

**10742NAT Certificate IV in Christian Ministry
and Theology**

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

**10744NAT Advanced Diploma
of Christian Ministry and Theology**

**10745NAT Graduate Certificate
in Christian Ministry and Theology**

**10746NAT Graduate Diploma
of Christian Ministry and Theology**

CONTACT HOPE:

Phone: 07 5551 0269 Fax: 07 5641 7810 Email: reception@hopecollege.com Web: www.hopecollege.com

PO Box 35 Varsity Lakes QLD 4227 RTO 2942 CRICOS 01679M Centrelink 4P105

WORK-BASED TRAINING ROLES AND RESPONSIBILITIES

Ministry and Christian Ministry & Theology courses

All students enrolled in Hope College engage in voluntary work-based training as a requirement of the course. Work-based training provides the student with practical opportunities to apply the knowledge studied throughout their course to Christian ministry within their local church.

WORK-BASED TRAINING DUTIES

Duties may include any kind of ministry within the church, e.g. Serving in children's church, crèche, small group leadership, hospitality, ushering, music ministry, youth ministry, evangelism, church administration, pastoral ministry, visitation or RE in schools. **Attending meetings does not qualify as work-based training.** Full-time students are required to complete between 4-6 hours per week of supervised voluntary work within a specified church/organisation. Part-time students are required to complete between 2-3 hours per week of supervised voluntary work within a specified church/organisation.

LEVEL	SUGGESTED ROLE	RESPONSIBILITIES/PERFORMANCE LEVEL
10742NAT <i>Certificate IV in Christian Ministry and Theology</i>	Ministry Worker	Serving in a helping/practical capacity, undertaking a wide range of tasks, in any ministries where needed, being accountable to a Leader/Pastor in church.
10743NAT <i>Diploma of Christian Ministry and Theology</i>	Assistant Leader Ministry Group Leader	Serving in one or two ministries as a leader, demonstrating commitment to those ministries and participating in the ongoing development of those ministries, being accountable to a Leader/Pastor in church.
10744NAT <i>Advanced Diploma of Christian Ministry and Theology</i>	Ministry Leader Missionary Worker	Serving as a minister/missionary worker committed to developing and leading others, generating ideas and strategies, demonstrating accountability for group outcomes, being accountable to a Leader/Pastor in church.
10745NAT <i>Graduate Certificate in Christian Ministry and Theology</i>	Ministry Leader Teacher/Instructor	Serving as a minister/missionary worker committed to developing and leading others, generating ideas and strategies, demonstrating accountability for ministry outcomes, contributing to the overall mission of the organisation, being accountable to a Leader/Pastor in church.
10746NAT <i>Graduate Diploma of Christian Ministry and Theology</i>	Ministry Leader Teacher/Instructor	Serving as a minister/missionary worker committed to developing and leading others, generating ideas and strategies, demonstrating accountability for ministry outcomes, contributing to the overall mission of the organisation, being accountable to a Leader/Pastor in church.

PEOPLE INVOLVED WITH WORK-BASED TRAINING

WORK-BASED TRAINING STUDENT - The Student is a current student of Hope College engaging in work-based training as part of their course requirements.

WORK-BASED TRAINING PROVIDER - The Work-Based Training Provider is the Senior Pastor/Director of the church/organisation, or a Senior Officer appointed by the Senior Pastor/Director and given responsibility to oversee the placement on behalf of the Senior Pastor/Director.

WORKPLACE SUPERVISOR - The Workplace Supervisor is a suitably qualified person appointed by the Work-Based Training Provider to supervise the student's work-based training hours as outlined in the Work-Based Training Plan.

RESPONSIBILITIES OF HOPE COLLEGE

- ◆ **DOCUMENTATION:** On acceptance and approval of the students Work-Based Training Agreement and Work-Based Training Plan, Hope College will provide the student and the Work-Based Training Provider with photocopies of the completed and signed documents.
- ◆ **PROVIDER APPROVAL:** Hope College has the authority to approve Work-Based Training Providers (church/organisation) who will provide students with work-based placements.

RESPONSIBILITIES OF THE WORK-BASED TRAINING PROVIDER

- ◆ **FACILITIES AND WORK:** Provide suitable work for the student to engage in and suitable facilities for that work to be completed in.
- ◆ **SUPERVISION:** Appoint a suitably qualified individual who has the ability to supervise, guide and direct the student in the specified work context.
- ◆ **COMMISSION FOR CHILDREN:** Abide by the legislative requirements of your State/Territory for working with children and young people under 18 years of age, should the student be working with children and/or young people as part of their work-based training.
- ◆ **WORK HEALTH AND SAFETY:** The WHS Act 2011 places a duty of care on all persons in the workplace. Employers are responsible, as far as is practicable, for ensuring the health and safety of their employees/volunteers and others in the workplace.
- ◆ **WORK CONDITIONS:** Volunteer students must work within the conditions provided in awards or industrial agreements that are applicable to that workplace, except that no remuneration applies.
- ◆ **MAXIMUM HOURS:** Students undertaking work-based training are not to exceed 240 hours per year in the workplace; otherwise they may be entitled to wages.
- ◆ **INSURANCE:** Work-based training with a Church/organisation will come under that organisation's Public Liability, Professional Indemnity, and Personal Accident Voluntary Workers insurances, and Workers Compensation cover. Students must supply policy details to Hope College on their completed Work-Based Training Agreement.

Students completing work-based training with Hope College/Hope Church will come under Hope of the Gold Coast Ltd.'s Public Liability, Professional Indemnity and Personal Accident Voluntary Workers insurances, and Workers Compensation cover as specified on the Work-Based Training Agreement.

- ◆ **WORK-BASED TRAINING AGREEMENT:** A requirement of your acceptance of a student under "work-based training" is that you enter into an agreement with Hope College. (See "Work-Based Training Agreement"). Your prompt completion and return of this agreement to Hope College via the student is appreciated, so that the student can commence his/her practical training.
- ◆ **SIGNING OFF:** Every 12 weeks the Work-Based Training Provider is required to sign the student's completed Work-Based Training Attendance Record for the period and sign off at the bottom of the document.
- ◆ **CANCELLING THE AGREEMENT:** The Work-Based Training Provider may cancel the Work-Based Training Agreement at any given time should the student be in breach of the organisation's code of conduct. This notification must be given in writing to Hope College.

RESPONSIBILITIES OF THE WORKPLACE SUPERVISOR

- ◆ **TRAINING PLAN:** At commencement of the student's course, in consultation with the student, allocate specific tasks to be undertaken on a weekly basis that fulfil the requirements of the work-based training for the duration of the course. e.g. Serving in children's church, crèche, small group leadership, hospitality, ushering, music ministry, youth ministry, evangelism, church administration, pastoral ministry, visitation or RE in schools.
- ◆ **SUPERVISION:** The student must be guided and directed in their work-based training on a weekly basis by the Workplace Supervisor.
- ◆ **SIGNING OFF:** The Workplace Supervisor must sign the student's Work-Based Training Participatin Record each time the student engages in practical training.

RESPONSIBILITIES OF THE STUDENT

- ◆ **PERMISSION:** Seek permission from the Senior Pastor/Leader (Work-Based Training Provider) to engage in work-based training within your church/organisation.
- ◆ **DOCUMENT DELIVERY:** Give the Work-Based Training Provider the Work-Based Training Agreement; Work-Based Training Plan and this handbook of Work-Based Training Roles and Responsibilities for completion and signature.
- ◆ **COMMUNICATION WITH YOUR WORK-BASED TRAINING PROVIDER:** Discuss your work-based training with your Work-Based Training Provider and agree on your scope of work and appointed Workplace Supervisor.
- ◆ **COMMUNICATION WITH YOUR WORKPLACE SUPERVISOR:** Discuss your specific workplace tasks, responsibilities and times with your Workplace Supervisor.
- ◆ **DOCUMENT RETURN:** Return the completed Work-Based Training Agreement (with their Work-Based Training Provider's signature) and the completed Work-Based Training Plan (with their Workplace Supervisor's signature), to Hope College.
- ◆ **START DATE:** Wait until you receive a Confirmation of Enrolment letter from Hope College specifying your course start date. Work-based training can only commence after this start date.
- ◆ **STUDENT CONDUCT:** Participate in your work-based training in a responsible manner, arriving at the workplace on time and fulfilling the agreed upon hours outlined in your Work-Based Training Plan. Student behaviour, attitude and dress should be appropriate to the standards of the church/organisation that is providing the student with work-based training.
- ◆ **FULL PARTICIPATION:** Complete all the required weekly hours at the appropriate performance level for their course. A shortfall in hours/performance level for the 12 week period will deem the student "Not Yet Satisfactory" in the work-based training portion of the course. Any shortfall will need to be made up by completion of supplementary hours for the student to be deemed competent in the course and receive their Testamur or Statement of Attainment.
- ◆ **WORK-BASED TRAINING PARTICIPATION RECORD:** Complete and record your hours of practical training on your Work-Based Training Participation Record each time you engage in work-based training. Obtain your Workplace Supervisor's signature on the Work-Based Training Participation Record and submit the completed document to Hope College every 12 week period for assessment. Students will be issued with new Work-Based Training Participation Record's throughout the course in order for the student to complete their total number of work-based training hours. **LATE FEES: Internal Students only**— must submit their completed Work-Based Training Participation Record to Hope College for assessment one week before the end of each term. Failure to do so will result in a \$50 late fee being incurred.
- ◆ **WORKING WITH CHILDREN AND YOUNG PEOPLE UNDER 18 YEARS OF AGE:** It is the students responsibility to obtain a "Blue Card" in QLD or a "Working with Children Check" in NSW **before they commence any work-based training** that involves contact with children and/or young people. Students outside of NSW and QLD must meet their relevant state/territory government requirements.
- ◆ **WORK-BASED TRAINING CHANGES:** It is the student's responsibility to immediately notify Hope College should the information in the Work-Based Training Agreement or the Work-Based Training Plan change in any way.

In the event a student and/or Work-Based Training Provider deems it valid/appropriate to end a Work-Based Training Agreement and Work-Based Training Plan, it is the students responsibility to notify Hope College immediately.

Hope College will update our Work-Based Training Register and the student will be issued with a new Work-Based Training Agreement and Work-Based Training Plan to submit to a new Work-Based Training Provider in order to complete the course requirement of work-based training hours.

WORK-BASED TRAINING TIMEFRAME

The Work-Based Training Agreement and Work-Based Training Plan will **start** on the date the document has been signed by all parties and will **finish** on completion of the students course.

In the event a student continues to study with Hope College after successfully completing a study level, the student will be required to complete the full enrolment process including a new Work-Based Training Agreement and Work-Based Training Plan for the new level of study.