



# Domestic Student Handbook

**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**



## ENROL TODAY:

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# Welcome to Hope College!

Our nationally accredited **Christian Ministry and Theology** courses provide participants with biblical knowledge and skills to serve effectively as workers, leaders and pastors in churches, Christian ministry and mission endeavours. As you launch out to learn more of God's Word we pray you will grow in wisdom, grace and maturity, empowered by the Holy Spirit to live out your God-given calling.

*"Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth." 2 Timothy 2:15*

*"But grow in the grace and knowledge of our Lord and Saviour Jesus Christ. To him be the glory both now and forever! Amen." 2 Peter 3:18*

## MINISTRY QUALIFICATIONS

<b>10743NAT</b>	<b><i>Diploma of Christian Ministry and Theology</i></b>	<b><i>2 years full time</i></b>
<b>10744NAT</b>	<b><i>Advanced Diploma of Christian Ministry and Theology</i></b>	<b><i>2 years full time</i></b>
<b>10745NAT</b>	<b><i>Graduate Certificate in Christian Ministry and Theology (subject to minimum class sizes)</i></b>	<b><i>6 months full time</i></b>
<b>10746NAT</b>	<b><i>Graduate Diploma of Christian Ministry and Theology (subject to minimum class sizes)</i></b>	<b><i>1 year full time</i></b>

## COURSE DELIVERY

The courses listed above are delivered on campus. Training is delivered by face-to-face lectures, chapels and work-based training. In the first term, a username, password and address for Hope College's e-learning website, Moodle, is e-mailed to students. They need to enter their username and password into the Moodle login webpage to access their course materials as PDF's at the commencement of each term. Student support and assessor feedback is provided by phone, mail, email, Moodle or a scheduled appointment with an assessor. Chapel is a key component of all Ministry courses and students are required to actively participate.

Some subjects are delivered in Korean. Upon enrolment students must inform the Internal Student Services Director which language stream they choose: English or Korean stream. Korean students are advised that some classes are English only and form part of the course requirements.

## BIBLE STUDY TOOLS

To complete these courses you will need a Study Bible (e.g. NIV Study Bible, Life Application Study Bible) and access to a Bible Concordance, Bible Dictionary, and Bible Commentary, which can be purchased or accessed via the Internet. A list of free online links will be supplied by Hope College upon successful completion of enrolment. For the Graduate Certificate and Graduate Diploma, in addition to course fees, students are required to purchase and read the following prescribed textbooks: Barker, Kenneth and Kohlenberger, John R III (2004) *The Expositor's Bible Commentary (2 Volume Set)* Grand Rapids, Zondervan; and Williams, J Rodman (1996) *Renewal Theology: Systematic Theology From a Charismatic Perspective (3 Volumes in 1)* Grand Rapids, Zondervan.

## COURSE STRUCTURE

**10743NAT Diploma of Christian Ministry and Theology:** This nationally recognised course consists of 10 units of competency delivered within 24 Bible and Ministry subjects.

**10744NAT Advanced Diploma of Christian Ministry and Theology:** This nationally recognised course consists of 10 units of competency delivered within 24 Bible and Ministry subjects.

**10745NAT Graduate Certificate in Christian Ministry and Theology:** This nationally recognised course consists of 5 units of competency delivered within 6 Bible and Ministry subjects.

**10746NAT Graduate Diploma of Christian Ministry and Theology:** This nationally recognised course consists of 5 units of competency delivered within 8 Bible and Ministry subjects.

Upon successful completion of all course requirements students will be awarded the particular qualification in which they enrolled. Students who do not complete all the requirements of the qualification in which they are enrolled, will be issued a Statement of Attainment listing those units of competency for which all requirements have been satisfied (*see withdrawal and refunds*).

## ENTRY REQUIREMENTS

**10743NAT Diploma of Christian Ministry and Theology** To be eligible to enrol an applicant must:

- be a person who is actively involved in a Christian Church
- be able to read and write English to a sufficient standard to work with the supplied course materials. Samples of the course materials are available for review.
- Completed Year 12 or equivalent or mature age entry

**10744NAT Advanced Diploma of Christian Ministry and Theology** To be eligible to enrol an applicant must:

- be a person who is actively involved in a Christian Church
- be able to read and write English to a sufficient standard to work with the supplied course materials. Samples of the course materials are available for review.
- fulfilling the prerequisite requires the student to have completed a Diploma of Biblical Studies, Theology, Ministry and Christian Studies or equivalent

**10745NAT Graduate Certificate in Christian Ministry and Theology** To be eligible to enrol an applicant must:

- be a person who is actively involved in a Christian Church
- be able to read and write English to a sufficient standard to work with the supplied course materials. Samples of the course materials are available for review.
- fulfilling the prerequisite requires the students to have completed a 10744NAT Advanced Diploma of Christian Ministry and Theology or equivalent, or recognised Australian undergraduate degree or higher, or equivalent overseas qualification in any area.

**10746NAT Graduate Diploma of Christian Ministry and Theology** To be eligible to enrol an applicant must:

- be a person who is actively involved in a Christian Church
- be able to read and write English to a sufficient standard to work with the supplied course materials. Samples of the course materials are available for review.
- fulfilling the prerequisite requires the students to have completed a 10744NAT Advanced Diploma of Christian Ministry and Theology or equivalent, or recognised Australian undergraduate degree or higher, or equivalent overseas qualification in any area.

Should any special needs or language, literacy and numeracy needs (LL&N) be identified, Hope College will make reasonable adjustments necessary to create outcomes more achievable to the individual. If further LLN assistance is needed we will refer Australian residents to specialist support.

## RECOGNISED PRIOR LEARNING (RPL)

Recognised Prior Learning (RPL) will be given to students who have completed studies or have previous experience in the area of their selected course and supply appropriate documentary evidence that matches that evidence against the criteria for each unit of competency. Students will need to demonstrate their knowledge is current. It is recommended that RPL be applied for prior to commencement of studies. An RPL kit is available upon request - the RPL kit details the costs involved, outlines the RPL process and the supporting evidence required. Students submit the completed RPL application, and documentary evidence mapped against criteria, with the RPL Fee. Hope College will process the RPL application and advise the student of the outcome within 30 days. If the evidence provided confirms competency, the student will receive recognition. If gaps are identified, the student will be asked to provide further evidence or to successfully complete those units required to obtain the qualification.

## RTO'S OBLIGATION TO RECOGNISE – DIRECT CREDIT TRANSFER (DCT)

Hope College recognises and accepts Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO). Direct Credit Transfer (DCT) will be given to any student who has successfully completed units in any of our accredited courses with another RTO. Students must produce a certified copy of their Record of Results/Statement of Attainment for our records prior to the commencement of studies. There is no fee for DCT.

## WORK-BASED TRAINING (WBT)

Work-Based Training (WBT) is volunteer on the job training. Work-Based Training must be completed within the context of the local church where the student has opportunity to gain knowledge and experience in ministry. Examples of ministry contexts could include (but is not limited to): youth, children, women, men, service, hospitality, music, small group, community, media or pastoral care ministries. Responsibilities and requirements are outlined in the WBT Roles & Responsibilities, WBT Agreement and the WBT Training Plan. WBT providers must have appropriate insurance that covers voluntary workers. As part of the course requirements, applicants must complete a Work-Based Training Agreement and Work-Based Training Plan in consultation with their local church Senior Pastor and designated workplace supervisor. Throughout the course students will be required to submit WBT Participation Records to verify the ministry hours

completed. Late fees apply if submitted past the due date. WBT Exemption: Students who are already employed as a minister with their local church do not need to complete WBT and must submit to Hope College a letter from their church verifying they are employed as a minister, the hours worked and a summary of their role and responsibilities.

## **WORK-BASED TRAINING ROLES AND LEVELS OF RESPONSIBILITY**

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

Students must complete 480 hours of work-based training over the duration of 2 years. This is broken down into 60 hours work-based training each Term, there are 4 Terms per year.

**ROLE:** Assistant Leader/Ministry Group Leader

**LEVEL OF RESPONSIBILITY:** 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 Advanced Diploma of Christian Ministry and Theology**

Students must complete 480 hours of work-based training over the duration of 2 years. This is broken down into 60 hours work-based training each Term, there are 4 Terms per year.

**ROLE:** Ministry Leader/Missionary Worker

**LEVEL OF RESPONSIBILITY:** 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 Graduate Certificate in Christian Ministry and Theology**

Students must complete 120 hours of work-based training over the duration of 6 months. This is broken down into 60 hours work-based training each Term, there are 2 Terms per year.

**ROLE:** Ministry Leader/Teacher/Instructor

**LEVEL OF RESPONSIBILITY:** 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 Graduate Diploma of Christian Ministry and Theology**

Students must complete 240 hours of work-based training over the duration of 1 year. This is broken down into 60 hours work-based training Christian Ministry and Theology each Term, there are 4 Terms per year.

**ROLE:** Ministry/Group Leader; Teacher/Instructor

**LEVEL OF RESPONSIBILITY:** 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.

## **STUDY LOAD**

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

Applicants indicate by a tick on their Student Application Form their full time study load.

- Diploma study is to be completed in *2 years* by submitting three subjects each Term (there are 8 Terms for the duration of the course) and completing *480* Work-Based Training hours within the two years.

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

Applicants indicate by a tick on their Student Application Form their full time study load.

- Advanced Diploma full time study is to be completed in *2 years* by submitting three subjects each Term (there are 8 Terms for the duration of the course) and completing *480* Work-Based Training hours within the 2 years.

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

Applicants indicate by a tick on their Student Application Form their full time study load.

- Graduate Certificate is to be completed in *6 months* by submitting three subjects and completing the tutorial class each Term (there are 2 Terms for the duration of the course) and completing *120* Work-Based Training hours within the 6 months.

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

Applicants indicate by a tick on their Student Application Form their full time study load.

- Graduate Diploma is to be completed in *1 year* by submitting three subjects and completing the tutorial class each Term (there are 4 Terms for the duration of the course) and completing *240* Work-Based Training hours within the 1 year.

## COURSE FEES

<b>10743NAT</b>	<b><i>Diploma of Christian Ministry and Theology</i></b>	<b><i>\$4,950</i></b>
<b>10744NAT</b>	<b><i>Advanced Diploma of Christian Ministry and Theology</i></b> <i>(subject to minimum class sizes)</i>	<b><i>\$4,950</i></b>
<b>10745NAT</b>	<b><i>Graduate Certificate in Christian Ministry and Theology</i></b> <i>(subject to minimum class sizes)</i>	<b><i>\$2,350</i></b>
<b>10746NAT</b>	<b><i>Graduate Diploma of Christian Ministry and Theology</i></b> <i>(subject to minimum class sizes)</i>	<b><i>\$4,550</i></b>

***\* \$150 non-refundable Application Fee included***

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

Total cost of the course is \$4,950 which is paid in 8 instalments of \$600. Payment is made in full at the start of each term or by a written financial arrangement agreement. The Course fees cover the cost of all course materials. Please note that there are no photocopying or printing services on campus.

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

Total cost of the course is \$4,950 which is paid in 8 instalments of \$600. Payment is made in full at the start of each term or by a written financial arrangement agreement. The Course fees cover the cost of all course materials. Please note that there are no photocopying or printing services on campus.

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

Total cost of the course is \$2,350 which is paid in 2 instalments of \$1100. Payment is made in full at the start of each term or by a written financial arrangement agreement. The Course fees cover the cost of all course materials. Please note that there are no photocopying or printing services on campus.

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

Total cost of the course is \$4,550 which is paid in 4 instalments of \$1100. Payment is made in full at the start of each term or by a written financial arrangement agreement. The Course fees cover the cost of all course materials. Please note that there are no photocopying or printing services on campus.

Course fees can be paid by credit card, direct deposit, cheque, money order or cash in person at our Gold Coast campus. Direct Deposit payments via branch, phone or internet banking must be referenced with the student's name and/or student number. Students with unreferenced direct deposits will be considered as not having paid Hope College at all. Outstanding course fees that remain unpaid by the end of week 2 will incur an additional 10% surcharge. If these fees are not paid in full by week 4, the student will be excluded from all classes until all the outstanding fees are paid. Printed course manual or replacement of student card can be obtained for a fee of \$30 and \$20 each respectively. A standard administration fee of \$50 applies to each late document submitted after due dates including late WBT forms, late assessments, late supplementary assessments and late extensions.

## STUDENT CONDUCT

Hope College is a Christian college. All staff and students are encouraged to maintain high ethical standards. By not meeting the following standards, students may be unable to complete their course. Any form of cheating is unacceptable, will be investigated by the Campus Director, and may result in the student being dismissed from the course.

Students are required to practice and maintain a Christian lifestyle and be actively involved in a Christian church. By the very nature of the award and the responsibility of the student to remain accountable to their local church, it is a course requirement that students participate in their local church's services regularly as defined by their Senior Pastor. This will be validated via a confirmation of church participation on the student's Work-Based Training Attendance Record, which is signed off by the student's supervising church leader. Notification of unsatisfactory church participation will trigger an interview with the Campus Director to explain the reasons. If the explanation is considered unjustified the student will receive a warning. Another lapse in attendance will result in a second and final warning. A third occurrence will result in immediate expulsion from Hope College.

## GOLD COAST CAMPUS

Students are to bring their own lunch. Tea and coffee are provided by the college. **Only 3 students are allowed to use the kitchen** at the same time. Students are to use appliances including the fridge and microwaves in the staff kitchen area. Rostered duties for the set up of the student breaks, will include tables, chairs, urns for tea and coffee and microwaves for student use. Students will also be on the cleaning and setup roster, this is organised by the students at the start of each Term.

## ENROLMENT PROCEDURE

Hope College offers course placement based on satisfactory completion of the application process. To enrol any of the courses in this handbook an applicant must:

1. Complete and submit to Hope College the following application documents:

- A completed Student Application Form
- Signed Student Handbook Declaration Slip
- Pay \$150 non-refundable Application Fee (per course)
- Verified copy of prerequisite qualification (only for Advanced Diploma, Graduate Certificate and Graduate Diploma of Christian Ministry and Theology)
- Nominate the current student who introduced you (if applicable)

2. Give a Pastoral Reference Form to your Pastor asking him or her to complete the form and send to Hope College.

3. Enclose the following:

- Short essay giving your reasons for studying this course (100 words)
- Provide Hope College with your Unique Student Identifier number (USI).  
To obtain USI, please go to <https://www.usi.gov.au/students/create-usi>

Acceptance of enrolment is based on completed and approved application documents, payment of the Application Fee and on the understanding that you have read, understood and will obey the student rules and obligations within this Handbook and have not deliberately given false or misleading information or withheld personal information pertinent to your ability to complete the course including all WBT requirements. Hope College reserves the right to change or cancel advertised courses, assessors, fees and other such details due to any circumstances beyond our control. Every effort will be made to advise students of changes.

By enrolling in Hope College, you agree to fully pay for the course, complete/submit all required assessments within the required timeframes, participate in Work-Based Training, regularly attend their local church and fulfil student conduct requirements. Hope College undertakes a duty of care toward its student body to supply all course materials, mark assessments, answer questions, and provide course feedback. Students will be notified of their successful enrolment via a Confirmation of Enrolment Letter.

## TIMETABLES

All students will be issued with a subject overview for each subject during the first class of each Term. It is the student's responsibility to monitor the course requirements as outlined on the subject overview. Assessments are to be submitted to the Moodle on the specified dates and late fees will occur if a student fails to submit assessment by the due date.

## ADMINISTRATION ACCESS

Students are advised to access the administration office during scheduled breaks (see timetable overview supplied in class at the beginning of each Term). Students who try and access the administration area during lecture and chapel will be turned away.

## ATTENDANCE

Students are encouraged to maintain an 80% minimum attendance rate; failure to comply may affect their enrolment status.

## WARNING LETTERS

Hope College will issue a Financial Warning Letter to students who fail to pay their Tuition Fees in full by the first week or by written financial arrangement agreement stating the terms of payment are required in the 1st week of each Term. Access to course materials will be withheld until payment has been received in full for each Term.

## WITHDRAWAL AND REFUNDS

Students may withdraw at any time by advising the Internal Student Services Director in writing/via email with \$150 withdrawal application fee. Please note: multiple individual subjects could be linked to a single unit of competency. Students need to be aware that should they withdraw from the course, they may not receive a Statement of Attainment if they have not achieved a full unit of competency. Refunds for any term must be requested in writing/via email to the Internal Student Services Director by the end of the second week of term (Census day). Only on the basis of legitimate dis-satisfaction of the course, a complete refund of the fees paid for the current term will be paid. All refunds will be issued to the individual who originally paid the fees. This agreement does not remove the right to take further action under Australia's Consumer Protection Laws. Refunds will be posted within 30 days.

## DEFERRAL

With prior approval from Hope College, students may defer their studies and maintain their enrolment status once only once during the course, for a maximum deferral period of one term. **The student must apply for a deferral to the International Student Services Director by filling out a "Change of Enrolment Request" form and submit the form** in person or via email to Hope College with a non-refundable deferment application fee of \$300 for approval. Applying for deferment does not guarantee its approval. The student will receive written notification and a revised CoE upon their deferral being granted. Students who fail to meet satisfactory course progress requirements will not be able to apply for an extension of their enrolment through the deferment process, as it does not fall within the terms outlined above.

## ASSESSMENTS

Assessments will be based on the assessment criteria outlined within the course materials. It is the student's responsibility to complete and submit all their assessments within the required guidelines and timeframes.

- **Assessment Timeframes for Full Time Study Load:** Completed assessments for each subject are due as outlined in the subject overviews available from Hope College's Moodle website on the first day of each term. Assessment instructions are not e-mailed to students. Students need to download their individual assessment instruction PDF files from the website. Also, assessments are submitted at the website and should not be e-mailed to Hope College. To submit an assessment, students need to firstly ensure that it saved as the "Rich Text Format" or "PDF" type and is not larger than 10 megabyte. Then they must follow the instructions to upload their assessment. Students should not upload the assessment instruction PDF file, as the website already has this. It is recommended for students to submit their answers in 1 document only. However, if it is required to submit more than 1 document, student still can upload a maximum of 10 documents per assessment. Students must accept the submission statement and click the "submit" button to upload their assessment or it will not be submitted. Their final grade, when marked by the assessor will then be available at this website. Due dates should be strictly adhered to. A \$50 late fee applies to each assessment submitted after the due date, unless approval has been granted for an extension.
- **Extensions:** Any request for an assessment extension must be applied for prior to the due date, in writing/via email to the Internal Student Services Director. Upon approval, an extension of up to two weeks will be granted. Assessments submitted after the extension due date will incur a \$50 administration fee per late assessment. Please note: whether a student has received an assessment extension or not; students must continue paying course fees as outlined in the student handbook and submit all assessment within the required timeframe.
- **Supplementary Assessments:** Should any assessments submitted by the student be assessed as "Not Yet Satisfactory" the student will need to undertake supplementary assessments and/or provide extra evidence until successful in achieving competency. The student will be issued with a Supplementary Assessment Request Form via Hope College's Moodle website and will have 14 days from the date on the form to produce the extra evidence. Evidence submitted after 14 days will incur a \$50 administration fee per late assessment.
- **Assessment Appeals Policy:** Students have the right to appeal against an assessment decision with which they are not satisfied. Appeals should be submitted in writing to the Campus Director within 30 days of receiving notification of your results. The Campus Director will conduct a re-assessment in consultation with the assessor. If the outcome of the appeal does not satisfy the student, a further appeal may be made within 14 days of notification of the result to an independent arbiter who has agreed to conduct appeals without bias. Contact details are available from the Campus director. Beyond this an appeal may be lodged with the ASQA Info line on 1300 701 801 or <https://www.asqa.gov.au/complaints/getting-started-making-complaint-about-training-provider>

## COURSE PROGRESS

Students who fail to submit all assessment by the end of the term, in which they are due, will be excluded from all of the next term's classes until all outstanding assessments and fees are submitted. Once assessments have been marked by a Hope College assessor students will be issued with results and feedback. Students who fail to successfully attend class and submit assessments for two successive terms will have their enrolment cancelled. If the student still wishes to continue their studies, they need to re-apply and pay all outstanding fees.

## TESTAMUR AND RESULTS

ALL STUDENTS MUST PROVIDE A VALID USI NUMBER TO RECEIVE ANY RESULTS FROM HOPE COLLEGE, NO EXCEPTIONS. Testamur/results will be issued subject to the successful completion of all assessments (including work-based training hours), or achieving recognition of the skills and knowledge required, and the payment of all fees. Students will receive a Testamur or Statement of Attainment within 30 calendar days of successful completion of the course. Replacements for lost Testamurs or Statement of Attainments can be obtained for a fee of \$150 per copy and will be issued within 30 calendar days.

## COMPLAINTS AND APPEALS POLICY

Should students choose to access Hope College's complaints and appeals processes, their enrolment will be maintained while the complaints and appeals process is ongoing. Students have the opportunity to formally present their case at minimal or no cost to themselves. Students may be accompanied and assisted by a support person at any relevant meetings/phone conferencing.

Any complaints and appeals must be lodged in writing to the Campus Director. The Campus Director will investigate, assess the situation and take appropriate action within 10 working days of the formal lodgement of the complaint and supporting information. All reasonable measures will be taken to finalise the process as soon as practicable. If an appeal regarding the decision is lodged it must be made within 30 days of the complaint being lodged. If the complaint handling or appeal process results in a decision that supports the student, Hope College will immediately implement any decision and/or corrective and preventative action required, and advises the student of the outcome.

For complaints and appeals related to teaching, assessments, finance, trainers, administration or alleged breach of civil law, the Campus Director will arrange a meeting/phone conference with the staff member/trainer and the student to discuss the issue and seek to resolve it. If this approach is not satisfactory, resolution will be offered through an independent complaints and appeals resolution committee within 14 days consisting of the Campus Director, an independent person and the student. Where Hope College considers more than 60 calendar

days are required to process and finalise the complaint or appeal, Hope College informs the student in writing, including reasons why more than 60 calendar days are required, and regularly updates the student on the progress of the matter. If the complaints and appeals are not resolved to the student's satisfaction, they will be referred to the Australian Skills Quality Authority (ASQA) or the National Training Complaints Hotline PHONE 13 38 73 Website: [www.education.gov.au/email-complaints](http://www.education.gov.au/email-complaints) Email: [NTCH@education.gov.au](mailto:NTCH@education.gov.au)

This dispute resolution process does not prevent a student from exercising their rights to other legal remedies. If students are concerned about Hope College's conduct, then they may contact ASQA, who have authority to suspend or cancel the registration of Hope College.

### **WORKING WITH CHILDREN AND YOUNG PEOPLE UNDER 18 YEARS OF AGE**

It is the student's 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.

**ACCESS AND EQUITY** Our policy is to ensure equal opportunity and access to all of our courses for all students regardless of gender, race, age, nationality, marital status, physical ability, religion, political or Christian faith convictions. Responsibilities of Hope College staff for access and equity are provided for in the Hope College Policy and Procedure Manual. To successfully complete a course, students must fulfil all course requirements including student conduct and work-based training requirements.

**CHANGES TO AGREED SERVICES** Where there are any changes to agreed services (e.g. new third party arrangements, change in ownership or changes to existing third party arrangements), Hope College will advise students as soon as practicable.

**COPYRIGHT** Under the Copyright Act 1968, copyright owners have exclusive rights to do certain things with their material. Reproducing copyright material without the copyright owner's permission will usually be an infringement of copyright. Exceptions to the infringement include: *Fair dealing for the purpose of research or study* (allows a student or researcher to copy protected materials-copying 10% or one chapter of a published literary, dramatic or musical work of 10 pages or more; and one article from a periodical is deemed fair); *Fair dealing for the purpose of criticism or review* (allows reviewers to make a fair use of copyright material provided they acknowledge the work); or *Library provisions* (as a non-profit library, Hope College Library has the right to reproduce or communicate copyright work for a student to be included in their study materials).

**LEGISLATION** Hope College recognises its moral and legal responsibility to abide by Commonwealth and State legislation that impact on its operations. Hope College will exercise and demonstrate due diligence to ensure all relevant legislative obligations are met. Students are Responsible to abide by the obligations of all relevant legislation. This includes (but is not limited to) Commonwealth WHS, Discrimination, Copyright and Privacy legislation; and, in Queensland, the WHS Act 2011, Anti-Discrimination Act 1991, Training and Reform Act 2003, Vocational Education, Training & Employment Act 2000 and Commission for Children and Young People and Child Guardian Act 2000. It is necessary for students working in a state/territory other than Queensland to abide by that state/territory's equivalent legislation.

**USE OF PERSONAL INFORMATION** All students' personal information remains confidential. Personal information will be securely stored and only made available to other employees of Hope College, Centrelink, ASQA and WBT Providers. Students have a right to access and challenge information held on file. Hope College will only release a student's personal information to bodies or people other than those previously listed, with the student's written permission.

**PRIVACY NOTICE** Under the *Data Provision Requirements 2012*, Hope College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Hope College for statistical, administrative, regulatory and research purposes. Hope College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).



RETURN TO:

HOPE COLLEGE  
PO Box 35  
Varsity Lakes QLD 4227



CHRISTIAN MINISTRY AND THEOLOGY AND MINISTRY

STUDENT HANDBOOK DECLARATION

STUDENT NAME: \_\_\_\_\_

I give consent to Hope College to use any photographs, video or sound recordings of me for promotional purposes.  Yes  No

I declare that the information I have provided to the best of my knowledge is true and correct.

Yes

I have received, read and understood the Student Handbook, and I hereby confirm that I will uphold the rules and agreements outlined during my enrolment at Hope College  Yes

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**RETURN TO Hope College:**

**By POST**      **Hope College, PO Box 35, Varsity Lakes QLD 4227**

**By EMAIL**      **[reception@hopecollege.com](mailto:reception@hopecollege.com)**

*DOMESTIC Student Handbook V5.4 March 2019*