Our Vision

To Empower Indigenous Christians

Nungalinya College Incorporated

National Indigenous Education and Training College of the Anglican, Catholic and Uniting Churches

Phone (08) 8920 7500
Fax (08) 8927 2332
Freecall 1800 645 147
Email info@nungalinya.edu.au
Web www.nungalinya.edu.au
ABN 70 730 187 216
RTO 0168

Street Address: 72 Dripstone Road, Nakara NT 0810
Postal Address: PO Box 40371, Casuarina NT 0811

Student Handbook 2016v1 9/12/15
Welcome from the Principal

Firstly, I acknowledge the traditional owners of the land Nungalinya College is built on, the Larrakia people. They have given us the land for the College and the name Nungalinya. We acknowledge their care for this land and hospitality to us all.

Nungalinya is a special place of learning. It is a Christian College set up by the Anglican, Uniting and Catholic Churches to empower Aboriginal and Torres Strait Islander people in their churches and communities. This Handbook contains information to help you before you come to the College and also for while you are visiting. It also contains some of the rules and policies of the College. I hope you will find it useful.

If there is anything you don’t understand or you have questions about, please ask one of the Deans for help. You can also ring us at the College.

I hope that if you come and study you will grow in your faith in the Lord Jesus and be equipped to live a Christian life in your community.

God bless

Jude Long
Principal
General Information

Who can study?
Courses at Nungalinya are for Christian Aboriginal and Torres Strait Islander (ATSI) men and women. All students must be over the age of 18. Students should also be eligible to receive Abstudy. If they are not eligible to receive Abstudy they can still study but they will have to pay their own travel and accommodation costs. All people wanting to study at Nungalinya must be sponsored by their church community.

The College wants to help ATSI Australians be strong leaders, get good jobs and work well, and serve God in their church and community. It does not matter if you’re old or young, good at English or not, if you were successful at school or not. You can still study if you have a disability. However, you need to let the College know about your requirements before you enrol to study.

Applying to Study
Often a Dean or teacher from the College will visit communities to help people to apply to study. Each student must complete an application form. This must be signed by a church leader and then sent to the College or given to the Dean or teacher. Student enrolments and travel are organised by the Deans. They will communicate with both the students and their church sponsors.

What courses are available?
The College offers the following courses:

1. Foundation Studies: Certificate I in Literacy and Numeracy
   (Certificate 1 in Education & Skills Development 40650SA)
2. Certificate 2 in Media and Discipleship
   (Certificate II in Creative Industries (Media) CUF20107)
3. Certificate 2 in Music
   (Certificate II in Music CUS20109)
   (10432NAT Certificate 111 in Christian Ministry and Theology)
5. Certificate 4 in Christian Ministry and Theology
   (10433NAT Certificate IV in Christian Ministry and Theology)
Staff will assist students to know which course is suitable for them. Most students will start their study at Nungalinya in the Foundation Studies course.

All students must have a number called a USI (Unique Student Identifier) to study at Nungalinya. Students who do not have this number can get this number themselves or give Nungalinya College permission to get this number for them. To get this number you must have an identity document e.g. a Medicare card or a Driver's Licence.

**What methods of study are available?**
All courses at Nungalinya are offered in Mixed Mode. This means that you will have work to do at home as well as in blocks at the Darwin campus. Students need to attend a minimum of 4 weeks in Darwin. This can be in 2 week blocks or a 4 week block. However, students must do study at home throughout year.

**Recognising Your Knowledge**
Students enrolled in courses at Nungalinya do not have to repeat things that they already know and do well. Your life experience, or past studies may show that you already have the skills and knowledge contained in a unit of a course. If you think this is true you should speak to the Assistant Principal. You will need to provide evidence of your previous learning.

**Cost**
There are fees for Certificate 2 in Media and Discipleship and Certificate 4 in Christian Ministry. Other courses are free.

Students studying Certificate 2 in Media and Discipleship and Certificate 4 in Christian ministry and Theology must pay a fee of $500. This money can be paid to the College in cash or by using a Basics Card or by completing a Centrepay form.

For the media course this fee is required to pay for a Media kit that includes an iPod touch, tripod and microphone which are provided to students to keep in order to complete the work required for this course. The Media kits are provided at the first intensive. No fees will be refunded after the kit has been provided to students. The fee for Certificate 4 in Christian Ministry and Theology will not be refunded after the student has commenced the first intensive.
Workbooks, pens and pencils are provided to all students. Most students will be eligible to receive the Abstudy Incidentals Allowance. This takes time to be processed by Centrelink and will not usually be available until after your first block of study. You may wish to use your allowance to purchase some books to assist your study such as a Bible or Bible Dictionary.

**Travel**

Travel to the College is funded by the government. **You do not have to pay for any of your travel costs.** You will travel by either plane or bus. Your travel will be booked by the College 1 week before you are due to come. No changes can be made to the travel once it is booked. You will either be collected from the airport or bus terminal or the College will arrange for a taxi to bring you to the College. If you need assistance such as wheelchair and a wheelchair accessible taxi, please let your Dean know about your needs before you travel.

**Accommodation and meals** You will be provided free accommodation in either a hostel room or a unit. All meals are provided in the Dining Room. If you need a special diet, please tell the cook about it when you arrive at College.

**Children**

In 2016 the College does not have a crèche. No children can accompany students.

**Your address and phone contacts**

Make sure your address and phone details are always up to date with the College. This is important particularly for the travel office and the Dean. If you move, even if it is just for a couple of weeks, you must let the College know so they can find you to arrange your travel. You can also do so through the sponsor in your community.
**Student cards**

The Receptionist will take a picture of you as part of your enrolment and every student is given a Student Card with their picture. This card should be worn on campus at all times and can be used to show you are a student on buses and other places. This card allows you to travel on buses for $1 and also allows you to get discounts on certain purchases. If you lose your card during your intensive you must pay for a replacement. This costs $10.00.
General Information for College Blocks

Things to bring with you

- Your personal belongings - clothes, shoes and toiletries.
- Glasses if you wear them
- Bible in your language if you have one
- Money for emergencies
- Medications you need to take regularly
- Medicare card
- Centrelink Card
- Driver Licence if you have one
- Your Basics Card or Credit Card or Debit Card. Shops and banks are located close to the College at Casuarina Shopping Centre.
- Your USI number if you have one and Nungalinya Student Card if you are returning to College for the second time in 2016.

Daily timetable

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Chapel</td>
</tr>
<tr>
<td>9.00am</td>
<td>Class starts</td>
</tr>
<tr>
<td>10.30am</td>
<td>Morning tea</td>
</tr>
<tr>
<td>11.00am</td>
<td>Class</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.00 pm</td>
<td>Class</td>
</tr>
<tr>
<td>2.30pm</td>
<td>Class finishes (Certificates 1 and 3)</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Class finishes (Certificates 2 and 4)</td>
</tr>
</tbody>
</table>
Chapel
All students and teachers are encouraged to start the day with Chapel. The service is led by staff, student groups and sometimes local ministers or priests of partner churches.

Classes
Classes are from 9am to 2.30 or 3.00 Monday to Friday. **You must attend class.** If you are sick ask another student to tell your teacher. If you don’t attend class you will not be able to complete your subject.

Meals
All meals are served in the dining room. Rules to follow-

- **Wear shoes at all times** (this is a government health rule)
- **Students must wear their Student Cards** to show they can have meals
- **Arrive at the right time for meals**
- **After meals please rinse your plate, cups and cutlery and stack them on the dishwasher trays. Wipe down your table and put scraps into the bin.**
- **Meals can only be eaten in the dining room and not in the bedrooms or units. Please do not take any food, plates, cups, cutlery or chairs from the dining room.**
- **Let the kitchen staff know beforehand if you are going somewhere outside the College for your meals**
- **Book meals for visitors with the Receptionist by 4 p.m.** You may have visitors stay for meals but they must be booked in and the meal paid for beforehand. **Meals for visitors cost $12 for lunch, $20 for dinner.**

<table>
<thead>
<tr>
<th>Mealtimes - Monday to Friday</th>
<th>Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>7.30am - 8.00am</td>
</tr>
<tr>
<td><strong>Morning tea</strong></td>
<td>10.30am - 11am</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>12.30pm - 1.00pm</td>
</tr>
<tr>
<td><strong>Afternoon tea</strong></td>
<td>3.30pm - 3.45pm</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>6.00pm - 6:30pm</td>
</tr>
</tbody>
</table>
Resource Centre

There is a resource Centre where you can buy Bibles, books, CDs and DVDs. It is open Tuesday, Thursday and Friday from 2:30-4:30. It is in the building behind the chapel.

Library

The College library is open Monday to Friday from 8.00am - 4.00pm. Sometimes there will be a class in the library. Other students are welcome to use the library after class.

Accommodation

You will be given a room in either the hostel or a unit. You must not change rooms without permission. The cleaning staff are responsible for cleaning the hostel and units before and after your visit. You are responsible to keep it clean while you are here. Please help them by:

- Putting your garbage in the bin
- Using the plastic bags from the kitchen for the room bins
- Putting the rubbish in the big bins outside when room bins are full
- Keeping the room clean
- Using the cleaning stuff in the unit
- Not leaving food around

The cleaners change the sheets about once a week. If for some reason you need to change your sheets please ask one of them for help.

Weekends

There are no classes or programmes planned for the weekends. Students are free to visit family or go shopping. You can travel on the buses for $1 by showing your Nungalinya Student Card. Sometimes an outing is organised and everyone is welcome to join in. Unofficial outings are taken at the students own risk. Students are encouraged to attend worship at one of the local churches. Your Dean can advise you about where to go.

Classes are held on Public Holidays.
Television/DVD/Video
There is a television/DVD/ player in the dining room for students. Students are allowed to use this facility after classes. Please be careful about what you watch. Many programmes on TV are not suitable. A collection of DVDs is available near the TV for you to watch. Please do not take these away from the Dining Room.

Health
The College expects students to maintain a healthy lifestyle. It is important to tell your Dean or the Student Support Officer about any medical conditions you have that might require special attention. This includes any special medicines you need. It is good for the College to know if you have medical conditions such as high blood pressure, diabetes, or a heart problem in case of an emergency.

The Student Services Coordinator organises all health-related matters for students.

Smoking
Smoking destroys people’s health. It does not just affect the smoker, it affects other people who are nearby. If you would like help to give up smoking see the Student Services Coordinator.

Smoking is not permitted in the following areas:
- Hostel and Units
- Classrooms
- Dining room
- College vehicles

Work health and safety
Work health and safety laws apply to Nungalinya. The College ensures that all areas on campus are safe for staff and students without risk to their health. If you see something broken or that is dangerous, tell the Property Manager or the Receptionist.
Everyone should dress modestly in clean clothes and wear proper footwear.

Student Handbook 2016v1 9/12/15
Security
We try hard to make Nungalinya a safe place. You can help this by not inviting visitors who may cause trouble. Each night the College gates and buildings are locked at 9:30. We have a host on site all the time who is responsible for security. If you are concerned about security or have an emergency please ring the host phone number -

Host phone number  0428 819 839

Alternately you can ring the police on 000 and 112 for mobile phones or if not an emergency 131 444

First Aid
For any first aid problems ask the nearest staff member for help or call the hosts. The hosts are all First Aid trained. A First Aid Kit is available at Reception.

Phones and mail
The College phones are not for students’ private use. There is a coin-operated phone for students in the dining room. You can usually get the correct coins for the phones from Reception.

If mail is addressed to a student at the College, you can collect it from the College Reception during the day. If someone wants to talk to you, they can ring the College and leave a message with the Receptionist. The message will be delivered to the student as soon as possible.
At the End of Your Stay at College

When You Are Leaving
On the day you leave make sure that the room is clean. Turn off all fans, the air-conditioner and lights and return the room key to Reception or the Kitchen. Take your luggage from the room to the area just outside the dining room where the taxis pick up students.

Excess Baggage Not Permitted
We understand that it is tempting while you are in Darwin to do some shopping. Make sure you do not buy too much. You can't take any extra baggage on your trip home. If you purchase anything that can't fit into your bag you will need to make your own arrangements to have it sent home.
College Staff to Assist You

The College staff are there to assist you. Please make sure you ask for help when you need it. Here is a list of staff that will usually assist you.

Deans of Students
There are 3 Deans
1. Dean of Anglican (and other) Students
2. Dean of Catholic Students
3. Dean of Uniting Church Students

Your Dean is usually the person you should speak to if you need help.

The Deans are the main point of contact for all students. They can help you with study matters like courses, subjects, and dates to come to College. They also help with personal matters and provide support for students.

Your Dean will be in contact with you and your church community before you come to study. They keep track of your study for you and arrange your visits to the College. They also provide support and care for you while you are studying.

Student Services Officer – Karan Moxham
Karan can help you with personal matters while you are staying at the College such as:
- Health assistance with medications and appointments
- Information on banking and Centrelink
- Appointments with other welfare agencies

Please note appointments must be outside of class times if possible.
Receptionist
The Receptionist is there to help you contact other staff. Sometimes, a staff member may not be available and the Receptionist will take a message for the staff member and pass it on.

The Receptionist can:
- Take messages for students
- Help with emergencies and accidents
- Arrange for a College identification for your visitors
- Make arrangements for visitors who want to eat meals at the College
- Help if you lose your Student Card.

College Hosts
There is a staff member on site for security every day. You can call them for help. The number is on the back of your Student Card. They lock the College grounds at 9:30pm every night.

The College Weekend Hosts are available to help with urgent matters on Saturday and Sunday. They take students to and from the airport. They can also help with transport to church.

If you want to use the Media Centre the College Hosts will open the Centre for you and set up the equipment. Remember to cover the cords with mats in the Media Centre.

Health Problems
For first aid in the day go to Karan or your Dean.

For first aid after 4:30 go to the Hosts.

When you are feeling really unwell like you are having a heart attack or asthma attach tell someone and get help or ring OOO.
College Rules

The College expects students to display Christian character and behaviour. Each student has been sent from their church and is responsible to their home community. We ask you to:

1. Respect other people and College property
2. Be polite and kind to everyone
3. Attend chapel, classes and meals

Some rules you need to follow are:

1. Do not bring alcohol on campus or get drunk away from the campus
2. Do not use drugs except for medical conditions
3. No smoking in any rooms including your bedroom
4. Do not disturb other students by loud noises or arguments
5. Mobile phones should be switched off during chapel and classes
6. Men must sleep in men’s rooms and women in women’s rooms unless students are a married couple
7. No gambling
8. No visitors, including children, are allowed to sleep in your room unless you have permission from the College and have paid for their accommodation.
9. No visitors are allowed during class times
10. Visitors must go home by 9:00pm.
College Policies

1. Student Travel
Once travel arrangements have been made, you will not be permitted to change these without very good reasons. You must contact your Dean as soon as you know you will need to change your arrangements.

When you travel to a course at College, you are expected to live on campus for the period of the block. If however there is an emergency that requires you to leave earlier than expected, you can talk to your Dean who can arrange for you to go home if necessary. We understand that emergencies do happen and will assist if we can.

Cancellation Fee:
If a student confirms that they will attend College and then fails to board the booked transport, the next time they come to College they must pay their own fare to College.

If a student believes that this happened because of serious or unforeseen circumstances, they must tell their Dean. If the Dean is satisfied that there was a good reason they will recommend to the Assistant Principal that the student be allowed to continue their study and the College will pay for their travel. The final decision belongs to the Assistant Principal.

If you receive your travel details and you know you cannot travel on the date or cannot attend the workshop at all, you need to call your Dean immediately and we will cancel your travel.

2. Accommodation
Accommodation is provided to students who travel to the College for blocks. There are some rules about the accommodation.

- Room changes can only be made if there is an important reason to change. If you need to change rooms see your Dean or the Student Support Officer (Karan). You must not change rooms without permission.
- You must not remove any mattresses or furniture from any of the rooms with permission.
• You must not have visitors stay overnight in your room without permission from the College. This includes children.
• Keep your room clean and tidy
• Men must sleep in men’s rooms and women in women’s rooms unless you are a married couple and have been given a double room.
• Do not take any of the College equipment. For example sheets, towels, cups, food.
• Damage to rooms must be paid for unless it was an accident.

3. Visitors
Family and friends can visit you when you are at Nungalinya. However there are a few rules:

• No visitors during class times (8.30-2.30)
• Visitors who come Monday to Friday must go to Reception and sign in
• All visitors should leave by 9.00pm to allow students time for sleep
• It may be possible for a family member (not a child) to stay with you on campus. They will need to pay $85 per day or $270 per week. You need to get permission for this and pay before they come. If you wish to have a family member stay see the Student Services Coordinator (Renee) to arrange this.

4. Class Attendance
Students must attend all classes unless they are sick. The teachers will check your attendance 3 times a day. If a student does not attend 80% of classes in their first week they will be sent home at the end of the first week.

If you are often late or absent, you will normally get a warning. If you consistently continue with this behaviour, the College may exclude you from class or from re-enrolling.

If you miss class the teacher will discuss this with your Dean. The Dean will then tell the Assistant Principal with details of attendance/non-attendance. The Assistant Principal, after discussion with the Principal may decide you should be sent home.
5. Assessments and Results

Some assessment tasks may be given to be completed after your block at College. These tasks should be completed and brought with you the next time you return to College. When you return to College if you have had any trouble completing the work please see your teacher who will assist you to complete the work before you leave College.

Students have till November of the year after they commenced the unit to satisfactorily complete all assessment tasks.

If the result is Not Yet Competent (NYC) or Withdrawn (W), the student will need to re-enrol in the subject in order to gain competency. Depending on what work is outstanding or is not satisfactory it may be possible for previous satisfactory tasks to be used as evidence of competence and only the outstanding tasks required for completion. However in some cases students may be required to attend the whole intensive again and undertake new assessments. This decision will be made by the Assistant Principal in consultation with the Deans and the original Assessor.

Students receive a Statement of Attainment at the end of each year that shows all the units that they are competent in.

6. Alcohol and other drugs

Nungalinya College is a restricted area under the Northern Territory Liquor Act. This means that Nungalinya College is a dry area. These rules are necessary to comply with NT legislation. The same is true for other substances of abuse such as Kava or Ganga and other illicit drugs. Students need to be aware that charter planes may be checked at Darwin airport for illegal drugs. Sniffer dogs may also check the College grounds from time to time.

The College rules state that:

- No person shall come on the College while intoxicated
- No person shall consume alcohol or drugs on the property
- No person shall have drugs or alcohol in their possession whilst on the College property.
7. Student Misconduct Policy

Nungalinya College is committed to providing a safe, clean, and friendly place to study. By accepting an admission as a student of Nungalinya College, each student agrees to comply with the College’s lawful directions. Any act of serious misconduct will be investigated promptly and dealt with sensitively and fairly.

What is Misconduct?

Misconduct is any deliberate behaviour by a student that is against Northern Territory law, or College rules and guidelines. This includes:

- Any illegal act
- Disruptive aggressive or abusive behaviour
- Destruction or damage to College property
- Consumption or possession of alcohol on College premises
- Being intoxicated by alcohol or other substances on College premises
- Sexual misconduct or harassment
- Behaviour outside the College that causes the College’s reputation or good name to be damaged
- Failure to follow clear College instructions or rules
- Disclosing to anyone information about the College which is of a confidential nature which the student is aware of

What is Disciplinary Action?

Disciplinary Action means any action taken by the Principal or Assistant Principal or their delegated representative as a formal or informal disapproval of the student behaviour. This includes:

- Counselling
- Formal verbal censure
- Formal or informal warnings
- Withdrawal of privileges
- Repayment for loss or damage
- Suspension or expulsion of students
Suspension and Expulsion
In cases of serious misconduct, students may be expelled or suspended from their course. If a student has come to study from a remote community and their travel has been organised by the College, the College will pay for and arrange their travel back to their community, unless the student chooses to move from the campus and stay in Darwin. The College will notify the student’s sponsor of their decision and ask them to discuss the matter with the student with a view to helping students with behaviour problems.
If a student has been sent home, they will not be permitted to return to their studies until they have clearly understood and repented of their behaviour. If it is agreed that the student can continue with their course, any student who has been sent home at the College’s expense will not have their travel to the College paid for their next block at College. You will need to find your own way to the College, and depending upon good behaviour, the College will pay your travel back home.

8. Rights of students
If you think you have been treated unfairly, for example you have a complaint about your studies or your teachers or any other staff on campus, it is best to try and sort it out first with the Dean or Course Coordinator. If you are not satisfied then you can take the matter to the Assistant Principal who will assist you to investigate the matter.
If you are not happy about the outcome of any decision you have the right to make an appeal. The College is committed to providing quality training and assessment services to all students and listens to the views of its students.
At the end of each year we will send you a Statement of Attainment telling you if you are competent for each unit or module you have studied during the year. You must tell us if you disagree with our assessment within 3 months of receiving your result. First you should talk to your teacher, then if you are still unhappy you can talk to the Course Coordinator or the Assistant Principal. This is called an appeals process.
9. Privacy
The College will only use your pictures and the pictures of your children if you agree on your enrolment form. The College will also not use your personal information for reasons other than that for which it was given. Your personal information will not be passed on to a third party, unless:
- Permission is obtained in writing or given on the enrolment form
- The law demands that we supply it.

10. Student Access to Records
If any student wishes to inspect their record, they should ask either the Dean or the Assistant Principal. The College normally will arrange for you to see the records within a week of the request. Students also have the right to request that their records be amended if there is a problem.

11. What happens in an emergency?
Your teachers know what to do if there is an emergency like a fire or cyclone. They will tell you what to do.

The Emergency sound is lots of long blasts on a horn. You will need to know where to go if you hear this. Your teacher will tell you where to go and sit. You must go straight there. Do not go back to your room to get things on the way.

Once you get there look around and if anyone is missing tell your teacher. You must stay at the assembly area with everyone else until you are told to go back to the class or your room.
For an emergency after normal office hours contact the host in person or ring the phone number on the back of your Student Card. Then follow the directions of this person.
# Course Structures

## Foundation Studies

*(Certificate 1 in Education and skills development 40650SA)*

### Preliminary

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Numeracy</strong></td>
</tr>
<tr>
<td>CAABE</td>
<td>Work with simple calculations involving money</td>
</tr>
<tr>
<td></td>
<td><strong>Combined Reading and Writing</strong></td>
</tr>
<tr>
<td>CAAAH</td>
<td>Develop Initial Literacy Skills</td>
</tr>
<tr>
<td>HCFE</td>
<td>Develop a Basic Understanding of Alphabet and Spelling</td>
</tr>
<tr>
<td></td>
<td><strong>Oral Communication</strong></td>
</tr>
<tr>
<td>CAAAB</td>
<td>Initial Communication Skills</td>
</tr>
<tr>
<td></td>
<td><strong>Reading</strong></td>
</tr>
<tr>
<td>CAAAЕ</td>
<td>Develop initial reading skills</td>
</tr>
<tr>
<td></td>
<td><strong>Writing</strong></td>
</tr>
<tr>
<td>CAAAF</td>
<td>Develop initial writing skills</td>
</tr>
</tbody>
</table>
Advanced

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAACE</td>
<td>Apply money to everyday situations (p253)</td>
</tr>
<tr>
<td>CAAFK</td>
<td>Prepare a simple budgets (p202)</td>
</tr>
<tr>
<td>CAAFP</td>
<td>Use basic measuring and calculating skills (p462)</td>
</tr>
<tr>
<td></td>
<td><strong>Oral Communication</strong></td>
</tr>
<tr>
<td>CAACA</td>
<td>Communicate in a group (p270)</td>
</tr>
<tr>
<td></td>
<td><strong>Reading</strong></td>
</tr>
<tr>
<td>CAACX</td>
<td>Read and respond to technical texts with support</td>
</tr>
<tr>
<td></td>
<td><strong>Prepare for Further Study</strong></td>
</tr>
<tr>
<td>CAAEM</td>
<td>Investigate a significant person</td>
</tr>
<tr>
<td></td>
<td><strong>Personal Development &amp; Health Literacy</strong></td>
</tr>
<tr>
<td>CAACY</td>
<td>Read Short Stories</td>
</tr>
</tbody>
</table>

To achieve the **Certificate 1** in Education and Skills Development students have to successfully complete 7 compulsory units across the core skills areas of learning, reading, writing, oral communication and numeracy plus 1 other compulsory technology unit making **8 compulsory units** in all.

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAAEW</td>
<td>Negotiate a learning plan</td>
</tr>
<tr>
<td>CAAEX</td>
<td>Assemble an assessment portfolio</td>
</tr>
<tr>
<td>CAAFB</td>
<td>Consolidate reading skills</td>
</tr>
<tr>
<td>CAAFC</td>
<td>Consolidate writing skills</td>
</tr>
<tr>
<td>CAAEY</td>
<td>Consolidate verbal communication skills</td>
</tr>
<tr>
<td>CAAFA</td>
<td>Consolidate number skills</td>
</tr>
<tr>
<td>CAAEZ</td>
<td>Consolidate spatial skills</td>
</tr>
<tr>
<td>CAAFD</td>
<td>Use online resources safely</td>
</tr>
</tbody>
</table>
## Certificate 11 in Media and Discipleship

*(Certificate 11 in Creative Industries (Media) CUF20107)*

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units</strong></td>
<td></td>
</tr>
<tr>
<td>BSBCRT101</td>
<td>Apply critical thinking techniques</td>
</tr>
<tr>
<td>CUFIN201A</td>
<td>Develop and apply creative arts industry knowledge</td>
</tr>
<tr>
<td>CUSOHS301A</td>
<td>Follow occupational health and safety procedures</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td><strong>Group A Units</strong></td>
<td></td>
</tr>
<tr>
<td>CUFCAM201A</td>
<td>Assist with a basic camera shoot</td>
</tr>
<tr>
<td>ICPDMT296</td>
<td>Create and test an interactive CD-ROM/DVD</td>
</tr>
<tr>
<td><strong>Elective Units</strong></td>
<td></td>
</tr>
<tr>
<td>CUFPPOS201A</td>
<td>Perform basic vision and sound editing</td>
</tr>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities</td>
</tr>
</tbody>
</table>

## Certificate 11 in Music CUS20109

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>CUFIN201A</td>
<td>Develop and apply creative arts industry knowledge</td>
</tr>
<tr>
<td>CUSSOU201A</td>
<td>Assist with sound recordings</td>
</tr>
<tr>
<td>CUFOSO204A</td>
<td>Perform basic sound editing</td>
</tr>
<tr>
<td>CUSMLT201A</td>
<td>Develop and apply musical ideas and listening skills</td>
</tr>
<tr>
<td>CUSMPF201A</td>
<td>Play or sing simple musical pieces</td>
</tr>
<tr>
<td>CUSMPF203A</td>
<td>Develop ensemble skills for playing or singing music</td>
</tr>
</tbody>
</table>
10432NAT Certificate III in Christian Ministry and Theology

To achieve the Certificate III in Christian Ministry and Theology students must successfully complete a minimum of eight units, six core and a minimum of two electives.

Core units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMTTTHE301A</td>
<td>Identify how Christian Scripture, life and practice are understood today</td>
<td>God's Story</td>
</tr>
<tr>
<td>CMTTTHE302A</td>
<td>Identify theological data</td>
<td>Jesus Story</td>
</tr>
<tr>
<td>CMTTTHE303A</td>
<td>Identify a range of information within a theological theme or issue</td>
<td>Our Culture Story</td>
</tr>
<tr>
<td>CMTTTHE304A</td>
<td>Identify new theological insights</td>
<td>Hope and Healing</td>
</tr>
<tr>
<td>CMTMIN301A</td>
<td>Identify theological knowledge in relation to the Christian way of life</td>
<td>Good Living</td>
</tr>
<tr>
<td>CMTMIN302A</td>
<td>Communicate theology in everyday language</td>
<td>Telling God's Story</td>
</tr>
</tbody>
</table>

Electives offered

| CHCCS311D       | Deliver and monitor service to clients                                    | Introduction to Pastoral Care |
| CHCGROUP201C    | Support the activities of existing groups                                 |                             |

CMTTTHE303A Our Culture Story and CMTTTHE304A Hope and Healing are clustered. CHCCS311D and CHCGROUP201C are clustered together as Introduction to Pastoral Care.

This is a 2 year full time course.

In the first year God's Story, Jesus Story, Good Living and Telling God's Story will be offered.

In the second year Our Culture Story, Hope and Healing, Introduction to Pastoral Care will be offered.
10433NAT Certificate IV in Christian Ministry and Theology

To achieve the Certificate IV in Christian Ministry and Theology students must successfully complete a minimum of nine units, six core and a minimum of three electives.

This is a 2 year full time course.

**Core units**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMTTHE401A</td>
<td>Discuss the nature of the Bible and present day Christian life and practice</td>
<td>Using the Bible</td>
</tr>
<tr>
<td>CMTTHE402A</td>
<td>Interpret Theological Data</td>
<td>Indigenous Expressions of Theology</td>
</tr>
<tr>
<td>CMTTHE403A</td>
<td>Investigate information within a theological theme or issue</td>
<td>Leaders in the Bible</td>
</tr>
<tr>
<td>CMTTHE404A</td>
<td>Gain new personal revelation</td>
<td>Leading like Jesus</td>
</tr>
<tr>
<td>CMTMIN402A</td>
<td>Communicate theological information</td>
<td>Preparing for Sacraments</td>
</tr>
<tr>
<td>CMTMIN401A</td>
<td>Explore ideas about God in relation to the way we live as Christians</td>
<td>Leading well</td>
</tr>
</tbody>
</table>

**Electives offered**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD413E</td>
<td>Work within specific communities</td>
<td>Ministry Internship</td>
</tr>
<tr>
<td>CHCCCHILD403B</td>
<td>Promote the safety, well-being and welfare of children, young people and their families</td>
<td>Children and Families</td>
</tr>
<tr>
<td>CHCCOM302D</td>
<td>Communicate appropriately with clients and colleagues</td>
<td></td>
</tr>
<tr>
<td>CHCCS426B</td>
<td>Provide support and care relating to loss and grief</td>
<td>Pastoral Care/Grief</td>
</tr>
</tbody>
</table>
CHCCHILD403B and CHCCOM302D are clustered.

CMTTTHE401A and CMTTTHE402A are clustered.

CMTMIN402A and CMTMIN401A are clustered.

This is a 2 year full time course.

In the first year Using the Bible, Indigenous Expressions of Theology, Leaders in the Bible, Leading like Jesus will be offered.

In the second year Preparing for Sacraments, Leading well, Ministry Internship, Children and Families, and Pastoral Care/Grief will be offered.
Useful Phone Numbers

Office Hours: 8.00am - 4.30pm Mondays - Fridays

Reception........................................ 8920 7500
Anglican & other churches Dean... 0407 762 533
Catholic Dean ................................. 0407 765 885
Uniting Dean ................................... 0408 752 082
Hosts ............................................. 0428 819 839

Emergency ( Police/Ambulance/Fire) 000
Emergency - mobile phone ............. 112
Police Assistance Line (not urgent) 131 444
Centrelink Self Service Line.......... 136 240
Royal Darwin Hospital............... 8922 8888
Darwin Radio Taxi......................... 131 008
Metro Mini Bus.............................. 8983 0577