Nungalinya College
INDIGENOUS CORPORATION
Empowering Indigenous Christians
Welcome from the retiring Chairperson

As chairperson of Nungalinya College, I would like to pay my respect to the custodians of this land, the Larrakia people, past present and future.

On behalf of the Board I would like to welcome students who are studying at the College. I have been the chairperson since 2017 and always enjoyed working with other board members, staff and students of the College.

I’m a Christian elder from Pirlangimpi, Melville Island. I’m married with children, grandchildren and great grandchildren.
I have a teaching background with a Diploma in Teaching from Batchelor College in 1981.

It is important that students that come to the College remain focused on achieving their goals, as the studies being undertaken will benefit not only themselves but also their community.

It would be wonderful to see students grow and become good Christian leaders and encourage our young people to apply to study at Nungalinya College.

I wish all students past, present and future every success in your studies and the work that you do in your community.

Pirrawayingi
(Marius Puruntatameri)

Chairperson
Welcome from the Principal

Greetings in the name of the Lord!

I feel very excited and privileged to welcome all students to Nungalinya College in 2019. Nungalinya means ‘old man rock’ in Larrakia and was generously given to remind us all of the shared faith we have in Christ, our solid foundation. I wish to also acknowledge the Larrakia as traditional owners of the land the College is built on.

Nungalinya is a special place for learning. It is founded by the Anglican, Uniting and Catholic Churches to empower Aboriginal and Torres Strait Islander people in their churches and communities. It is a place of growth and refuge and worship.

This Handbook gives some information about the courses, policies and rules of the College. If there is anything you don’t understand or have questions about, please ask one of the Deans. You can also ring us at Nungalinya.

I look forward to joining you as you grow in your faith in Jesus, knowledge of the Father and love for all His people.

Ben van Gelderen

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?

1. **Foundation Studies: Courses in Literacy and Numeracy and Bible**
   - Course in EAL 22483VIC
   - Certificate I in General Educations for Adults (Introductory) 22476VIC
   - Certificate II in English as an Additional Language (Access) 22485VIC

2. **Certificate 2 in Media and Discipleship**
   - Certificate II in Creative Industries CUF20215

3. **Certificate 3 in Christian Ministry and Theology**
   - Certificate III in Christian Ministry and Theology 10741NAT

4. **Certificate 4 in Christian Ministry and Theology**
   - Certificate IV in Christian Ministry and Theology 10742NAT

5. **Diploma of Translating**
   - Diploma of Translating PSP50816

Staff will assist students to know which course is suitable for them. Most students will start their study at Nungalinya in a 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 to 4 week blocks. However, students must also 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, Certificate 4 in Christian Ministry and the Diploma of Translating. Other courses are free.

Students studying **Certificate 2 in Media and Discipleship, Certificate 4 in Christian Ministry and Theology** and the **Diploma of Translating** 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 or by payroll deduction.

For the Certificate 2 Media course, this fee is required to pay for a Media kit. This includes an iPad mini, 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 and the Diploma of Translating 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 2019 the College does not have a crèche so children cannot come with their parents to College.

Your address and phone contacts

Make sure your address and phone details are always up to date with 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

You will have a picture taken 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.
General Information for College Blocks

Things to bring with you

- Your personal belongings - clothes, shoes and toiletries
- **Glasses** if you wear them
- **Medications** you need to take regularly
- **Medicare** card
- Bible in your language if you have one
- Money for emergencies
- 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 2019.

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<tr>
<th>Daily Timetable</th>
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<td>8.30am</td>
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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 $10 for lunch, $15 for dinner.
Mealtimes

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<th>Weekends</th>
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<tr>
<td>Breakfast</td>
<td>7.30am – 8.00am</td>
<td>8.00am-9:00am</td>
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<tr>
<td>Morning tea</td>
<td>10.30am – 11am</td>
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<tr>
<td>Lunch</td>
<td>12.30pm – 1.00pm</td>
<td>12.00pm – 1.00pm</td>
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<tr>
<td>Afternoon tea</td>
<td>3.30pm – 3.45pm</td>
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<td>Dinner</td>
<td>6.00pm – 6:30pm</td>
<td>5.00pm – 6.00pm</td>
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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.

Art room

There is an art room that students can use after class and on the weekend. Please clean the brushes after you have finished painting.

Health

The College expects students to maintain a healthy lifestyle. It is important to tell your Dean or the Student Services 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 Officer 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 Officer.

Smoking is not permitted in the following areas:

- Hostel and Units and walkways outside rooms
- 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.
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.

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 the Host. Take your luggage from your 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 here 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/Receptionist**

See the Student Services officer for help 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.

The staff member sitting at reception 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.
This staff member 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 and the back of the door in your room. 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 or Art room 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 Reception or your Dean. A First Aid Kit is available at Reception.

For first aid after 4:30pm go to the Hosts. The hosts are all First Aid trained.

When you are feeling really unwell like you are having a heart attack or asthma attack tell someone and get help or ring 000.
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:

- **Respect other people and College property**
- **Be polite and kind to everyone**
- **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 9:30pm
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 Fees**

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.
- You must not change rooms without permission.
- You must not remove any mattresses or furniture from any of the rooms without 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 during office hours must go to Reception and sign in.
- All visitors should leave by 9.30pm to allow students time for sleep.
- It may be possible for a family member (not a child) to stay with you on campus. You need to get permission for this and pay before they come. Current costs are available from reception. If you wish to have a family member stay see your Dean 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 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 you 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 Competent (NC) 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 be at the airport. 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. You can look at the College Complaints policy for more information.

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 photos if you agree on your enrolment form. We use photos to share the story of Nungalinya College. This means your photo might appear on social media. 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 door and Student Card. Then follow the directions of this person.
Courses for 2019

All students are mixed mode students. Students attend intensives at Nungalinya College and at least 50% of work is completed in their communities. All students must be recommended by their churches.

For more information please contact Nungalinya College on (08) 8920 7500 or 1800 645 147 (free call) and speak to the Anglican & Others Dean or Catholic Dean or Uniting Dean.

Certificate 1 Foundation Studies

Course in EAL (English as an Additional Language) 22483VIC
Certificate 1 in General Education for Adults (Introductory) 22476VIC

These are literacy and numeracy courses. They are basic reading and writing courses in English with the Bible as the main text. They also include practical everyday numeracy such as understanding money and doing basic sums.

When students come to College they will be assessed to decide which Foundation Studies course is best for them. Students come to Nungalinya for a 4 week intensive. If the intensive starts after March 31 they will be sent work to start before their intensive. When they finish their intensive they will be given homework and assessments to do in their community.

There are no fees for this course. Travel, accommodation and stationery are provided. It is suggested that most students begin their study at Nungalinya College with this course. This course could be 2-4 years depending where the student starts.

Certificate 2 Foundation Studies

Certificate II in English as an Additional Language (Access) 22485VIC

This course is for students who still need to develop literacy skills for further study. This course will be by invitation to students who have already done some Foundation Studies. It teaches basic reading and writing in English with the Bible as the main text.
Students come to Nungalinya College for a 4 week intensive in term 1 and another 2 week intensive and graduation in term 4 i.e. 6 weeks of intensives all together.

**Certificate 2 in Media and Discipleship**

Certificate II in Creative Industries CUA20215

This course teaches students how to make short documentary films. Usually the film will be about their Christian Story. At the same time as learning this skill students will be encouraged in their discipleship. Older students are encouraged to bring younger students from their communities.

There is a fee of $500 for this course. This fee is required to pay for a Media kit including a mini iPad, tripod and microphone which are provided for the students to keep in order to complete the work required for this course.

Students come to Nungalinya College for intensives for 6 weeks – 4 weeks in 1st semester and 2 weeks in 2nd semester which will include graduation and a film festival. The Media kits are provided at the first intensive. No fees will be refunded after the kit has been provided to students.

**Certificate 3 in Christian Ministry and Theology**

Certificate III in Christian Ministry and Theology 10741NAT

This course is suitable for church members who wish to grow in their understanding of the Bible and be equipped for ministry. Most students are encouraged to study Foundation Studies first because of the English literacy requirements of this course.

Students come to Nungalinya College for a 2 week intensive in 1st semester and another 2 week intensive in 2nd semester. This course can be completed in 3 years.

There are no fees for this course. Travel, accommodation and stationery are provided.
Certificate 4 in Christian Ministry and Theology

Certificate IV in Christian Ministry and Theology 10742NAT

This course is suitable for church members and leaders who wish to grow in their understanding of the Bible and be equipped for ministry. Students must be a graduate in Certificate III in Theology and Ministry or the equivalent.

Students come to Nungalinya College for a 2 week intensive in 1st semester and another 2 week intensive in 2nd semester. This course can be completed in 3 years.

There is a tuition fee of $500 each year for this course. No fees will be refunded after the commencement of the first intensive. Travel, accommodation and stationery are provided.

Diploma of Translating

Diploma of Translating
PSP50816

This course provides the skills for translating including Bible translation. Students must be a graduate in Certificate IV in Theology and Ministry or the equivalent.

Students come to Nungalinya College for a 2 week intensive in 1st semester and another 2 week intensive in 2nd semester. This course can be completed in 3 years.

There is a tuition fee of $500 each year for this course. No fees will be refunded after the commencement of the first intensive. Travel, accommodation and stationery are provided.
Course Structures

**Foundation Studies**

Students will be assessed to determine the appropriate course for them to study.

**Preliminary Course 2019**

*Course in EAL (English as an Additional Language) 22483VIC*

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<td>Develop language learning objectives with support</td>
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<tr>
<td>VU22586</td>
<td>Communicate basic personal details and needs</td>
</tr>
<tr>
<td>VU22588</td>
<td>Read and write short basic messages and forms</td>
</tr>
<tr>
<td>VU22352</td>
<td>Recognise numbers and money in simple, highly familiar situation</td>
</tr>
<tr>
<td>VU22356</td>
<td>Recognise and locate simple numerical information in short, simple highly familiar texts</td>
</tr>
</tbody>
</table>
### Advanced Course 2019

**Certificate I in General Education for Adults (Introductory) 22476VIC**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU22359</td>
<td>Conduct a project with guidance</td>
</tr>
<tr>
<td>VU22360</td>
<td>Engage with simple texts for personal purposes</td>
</tr>
<tr>
<td>VU22365</td>
<td>Create simple texts for personal purposes</td>
</tr>
<tr>
<td>VU22369</td>
<td>Work with simple numbers and money in familiar situations</td>
</tr>
<tr>
<td>VU22370</td>
<td>Work with simple measurements in familiar situations</td>
</tr>
</tbody>
</table>

To graduate in Certificate I in General Education for Adults (Introductory) 22235VIC, students must successfully complete all the advanced units in 2018 and 2019 and the units below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU22363</td>
<td>Engage with simple texts to participate in the community</td>
</tr>
<tr>
<td>VU22358</td>
<td>Develop learning goals</td>
</tr>
<tr>
<td>VU22367</td>
<td>Create simple texts for employment purposes</td>
</tr>
<tr>
<td>VU22450</td>
<td>Work with and interpret simple directions in familiar situations</td>
</tr>
<tr>
<td>VU22372</td>
<td>Work with and interpret simple numerical information in familiar texts</td>
</tr>
</tbody>
</table>
**Certificate II Foundation Studies 2019**  
*Certificate II in English as an Additional Language (Access) 22485VIC*

### Intensive 1 (4 week intensive)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU22358</td>
<td>Develop learning goals</td>
</tr>
<tr>
<td>VU 22604</td>
<td>Read and write simple instructional and informational texts</td>
</tr>
<tr>
<td>VU22609</td>
<td>Examine current issues (elective)</td>
</tr>
<tr>
<td>VU22606</td>
<td>Access the internet and email to develop language (elective)</td>
</tr>
<tr>
<td>VU2603</td>
<td>Read and write simple personal communications and transactional texts</td>
</tr>
</tbody>
</table>

### Intensive 2 (2 week intensive)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU22385</td>
<td>Plan and undertake a project (elective)</td>
</tr>
<tr>
<td>VU22605</td>
<td>Read and write simple descriptive and narrative text</td>
</tr>
<tr>
<td>VU22601</td>
<td>Participate in simple conversations and transactions</td>
</tr>
</tbody>
</table>

To graduate students must successfully complete all units in intensive 1 and intensive 2.
### Certificate 2 in Media and Discipleship

**Certificate II in Creative Industries CUA20215**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>CUAIND201</td>
<td>Develop and apply creative arts industry knowledge</td>
</tr>
<tr>
<td>CUAWHS302</td>
<td>Apply work health and safety practices</td>
</tr>
<tr>
<td></td>
<td><strong>Electives Group A</strong></td>
</tr>
<tr>
<td>CUASOU203</td>
<td>Assist with sound recordings</td>
</tr>
<tr>
<td>CUASOU202</td>
<td>Perform basic sound editing</td>
</tr>
<tr>
<td>CUAMPF101</td>
<td>Develop skills to play or sing music</td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use business technology</td>
</tr>
<tr>
<td></td>
<td><strong>Electives Group B</strong></td>
</tr>
<tr>
<td>CUAPOS201</td>
<td>Perform basic vision and sound editing</td>
</tr>
<tr>
<td>CUACAM201</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>
</tbody>
</table>

To achieve the Certificate II in Creative Industries students must successfully complete all units.
Certificate 3 in Christian Ministry and Theology
Certificate III in Christian Ministry and Theology 10741NAT

Units offered

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMTTTHE301</td>
<td>Research Christian Scripture and Theology</td>
<td>God’s Story</td>
</tr>
<tr>
<td>CMTTTHE302</td>
<td>Identify theological data</td>
<td>Jesus Story</td>
</tr>
<tr>
<td>CMTTTHE303</td>
<td>Present information on a theological theme or issue</td>
<td></td>
</tr>
<tr>
<td>CUAATS202</td>
<td>Investigate and present ATSI culture</td>
<td>Our Culture Story</td>
</tr>
<tr>
<td>(elective)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMTTTHE304</td>
<td>Apply new theological insights</td>
<td>Hope and Healing</td>
</tr>
<tr>
<td>SIFXIND003</td>
<td>Deal with Grief Responses</td>
<td></td>
</tr>
<tr>
<td>(elective)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMTMIN301</td>
<td>Apply theological knowledge to contemporary ethical issues</td>
<td>Good Living</td>
</tr>
<tr>
<td>CMTMIN302</td>
<td>Communicate theology in everyday language</td>
<td>Telling God’s Story</td>
</tr>
</tbody>
</table>

This is a 3-year part time course including 800 unsupervised hours.

In the first year, God’s Story and Jesus Story will be offered.

In the second year, Good Living and Telling God’s Story will be offered.

In the third year, Our Culture Story and Hope and Healing, will be offered.

In 2019, first and second year will be offered.
Certificate 4 in Christian Ministry and Theology
Certificate IV in Christian Ministry and Theology 10742NAT

To achieve the Certificate 4 in Christian Ministry and Theology, students must successfully complete a minimum of 9 units, 6 core and a minimum of 3 electives. This is a 3 year full time course. 4 electives will be offered, only 3 are required for graduation.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMTTTHE401</td>
<td>Interpret and discuss Christian Scriptures and Theology</td>
<td>Using the Bible</td>
</tr>
<tr>
<td>CMTTTHE402</td>
<td>Interpret Theological Data</td>
<td>Indigenous Expressions of Faith</td>
</tr>
<tr>
<td>CMTTTHE403</td>
<td>Compare and present information on a theological theme or issue</td>
<td>Leaders in the Bible</td>
</tr>
<tr>
<td>CMTTTHE404</td>
<td>Compare and apply new theological insights</td>
<td>Leading like Jesus</td>
</tr>
<tr>
<td>CMTMIN401</td>
<td>Explain the application of Christian ethics to contemporary life issues</td>
<td>Leading well</td>
</tr>
<tr>
<td>TAEDEL301 (E)</td>
<td>Provide work skill instruction</td>
<td></td>
</tr>
<tr>
<td>CMTMIN402</td>
<td>Communicate theological information</td>
<td>Worship and sacraments</td>
</tr>
<tr>
<td>BSBCMM401(E)</td>
<td>Make a presentation (children and youth focus)</td>
<td></td>
</tr>
<tr>
<td>CHCCCS016(E)</td>
<td>Respond to client needs</td>
<td>Pastoral Care</td>
</tr>
<tr>
<td>MSMSUP106 (E)</td>
<td>Work in a team</td>
<td></td>
</tr>
</tbody>
</table>

This is a 3-year part time course including 800 unsupervised hours.

In the first year, Using the Bible and Indigenous Expressions of Faith will be offered.

In the second year, Leaders in the Bible, Leading like Jesus and Leading well will be offered.

In the third year, Worship and sacraments, and Pastoral Care will be offered.

In 2019, first and second year will be offered.
## Diploma of Translating

**Diploma of Translating PSP50816**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core</strong></td>
<td></td>
</tr>
<tr>
<td>PSPTIS001</td>
<td>Apply codes and standards to ethical practice</td>
</tr>
<tr>
<td>PSPTIS002</td>
<td>Build glossaries for translating and interpreting assignments</td>
</tr>
<tr>
<td>PSPTIS003</td>
<td>Prepare to translate and interpret</td>
</tr>
<tr>
<td>PSPTIS020</td>
<td>Analyse text types for translation of general purpose texts (LOTE-English)</td>
</tr>
<tr>
<td>PSPTIS021</td>
<td>Translate and certify non-narrative texts</td>
</tr>
<tr>
<td><strong>Electives - 7</strong></td>
<td></td>
</tr>
<tr>
<td>PSPTIS022</td>
<td>Translate general purpose texts from English to LOTE</td>
</tr>
<tr>
<td>PSPTIS025</td>
<td>Read and analyse general purpose English texts to be translated</td>
</tr>
<tr>
<td>PSPTIS026</td>
<td>Demonstrate routine written LOTE proficiency in different subjects and cultural contexts</td>
</tr>
<tr>
<td>BSBWRT301*</td>
<td>Write simple documents</td>
</tr>
<tr>
<td>BSBLIB407</td>
<td>Search library and information databases</td>
</tr>
<tr>
<td>PSPIS004*</td>
<td>Conduct career planning</td>
</tr>
<tr>
<td>CMTMIN502A</td>
<td>Communicate theology in a clear form (imported)</td>
</tr>
</tbody>
</table>
This is a 3-year part time course including 800 unsupervised hours.

In 2019 the following units will be offered:

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSPIS004*</td>
<td>Conduct career planning</td>
</tr>
<tr>
<td></td>
<td>PSPTIS003</td>
<td>Prepare to translate and interpret</td>
</tr>
<tr>
<td></td>
<td>PSPTIS001</td>
<td>Apply codes and standards to ethical practice</td>
</tr>
<tr>
<td>Block 2</td>
<td>PSPTIS002</td>
<td>Build glossaries for translating and interpreting assignments</td>
</tr>
<tr>
<td></td>
<td>PSPTIS022</td>
<td>Translate general purpose texts from English to LOTE</td>
</tr>
</tbody>
</table>
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/Fire/Ambulance) 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
Nungalinya College Indigenous Corporation

Phone (08) 8920 7500
Freecall 1800 645 147

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Nakara NT 0810

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Casuarina NT 0811

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RTO 0168
ICN 8329
Nungalinya College
Empowering Indigenous Christians