

Handbook for the

Diploma in

Chaplaincy

Christian Studies Department

Contents

1. Programme Aims 4

1.1. Purpose and Opportunities 4

1.2. Graduate Attributes 4

2. Accreditation Information 4

3. Faculty 5

4. Admission to the Diploma in Chaplaincy 5

4.1. Admission regulations 5

4.2. Admission Procedure 6

4.3. Other requirements 6

4.4. Credit Transfers from Other Institutions 6

4.4.1. From Diploma programmes 6

4.4.2. Applications for Cross Crediting 6

4.5. Recognition of Prior Learning 6

5. Diploma in Chaplaincy Regulations 7

5.1. Completion requirements 7

5.2. Regulations for the four Chaplaincy Papers 7

5.3. Policy for awarding credit 7

5.4. Attendance 8

5.5. Assessment 8

5.5.1. Assignments, Tests, Examinations 8

5.5.2. Extensions for Assignments: 8

5.5.3. Resubmissions and Resits 9

5.5.4. Reassessment and Appeals against Assessment Decisions 9

5.6. Awarding the Diploma 9

5.7. Length of Academic Year 10

6. Curriculum 10

6.1. Papers 10

6.2. Subject Availability 10

6.2.1. Semester length classes 10

6.2.2. Intensive delivery. 10

6.3. Paper Descriptions 11

Welcome

It is our pleasure to welcome you to Alphacrucis and our Diploma in Chaplaincy. We are delighted you have responded to the call of God on your life, and taken this important step to thoroughly prepare yourself for ministry. The Diploma in Chaplaincy is an NZQA approved and accredited, foundational level programme in Christian Studies tailored towards those who are intending to minister as chaplains in the community. This programme enables students to complete the New Zealand Diploma in Christian Studies (Level 5) with a strand in Chaplaincy.

The Diploma is a combination of delivery through intensives of 3 and 4-day duration and distance education/e-learning or campus studies.

The Chaplaincy intensives are designed to provide you with the specific skills to be an effective community chaplain in work places, care facilities, institutions, and in crisis situations. This involves studying a range of topics from loss and grief, managing conflict, crisis intervention and many other areas. Please talk to the Dean of your College about continuing your studies with Alphacrucis so that we can provide the most efficient service.

We look forward to having you on the journey with us.

Jack Zoutenbier

Principal

To discuss any aspects of the Diploma in Chaplaincy please contact:

Head of Christian Studies,

Alphacrucis International College

60 Rockfield Road, Penrose

Auckland.

Email: [info@acnz.ac.nz](mailto:info@acnz.ac.nz)

Phone: +64 9 580 1500

# Programme Aims

# Purpose and Opportunities

The programme allows students to gain a broad range of knowledge and skills in Christian ministry and Chaplaincy practice. This will create the opportunity to enter a Chaplaincy career with options in armed service, hospitals, schools and a wide range of community chaplaincy places.

We have specifically designed the Diploma in Chaplaincy to equip community Chaplains with the skills necessary to function effectively in the community. It is also valuable for Pastoral care activity within the local church and for shaping a Christian worldview.

The College has a strong ethos for shaping Christian and professional character and this is expressed through the graduate attributes detailed below which shape the content and delivery of all courses.

# Graduate Attributes

**Attribute 1. Christian Worldview:**

A knowledge of the Christian story, derived from the Scriptures and tradition of the church. An awareness of the implications of this story for self- identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews, showing appreciation of the values and perspectives of others.

**Attribute 2. Integrity and Justice:**

The ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.

**Attribute 3. Communication:**

The ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

**Attribute 4. Personal and Social Skills:**

Demonstrate relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organizational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

**Attribute 5. Critical and Creative Thinking:**

A capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes a capacity to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

**Attribute 6. Professional Knowledge:**

Use and maintain knowledge about a discipline or field, in terms of theoretical, conceptual and methodological elements, striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

# Accreditation Information

Alphacrucis is registered as a Private Training Establishment accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989. Alphacrucis International College has NZQA approval for this programme and accreditation to deliver it.

# Faculty

|  |  |
| --- | --- |
| **Lecturer** | **Subject Area** |
| **Auckland Campus** | |
| Steve Allen | Theology |
| Robert Coenradi | Mission/ Evangelism |
| Dr Sean du Toit | New Testament |
| Dr Michael Frost | Theology |
| Kerry Gordon | Ethics/Church History |
| Paul Gordon | Leadership/ Pastoral |
| Ray Moxham | Old Testament |
| Jack Zoutenbier | Theology |
| Leeanne Cameron | Community Chaplaincy |
| Lloyd Salmon | Community Chaplaincy |
| Peter Coventry | Community Chaplaincy |
| Carol Coventry | Community Chaplaincy |
| Jacqui Fuller | Community Chaplaincy |
| Jayne Woodham | Community Chaplaincy |
| Pam Ryan | Community Chaplaincy |

# 

# Admission to the Diploma in Chaplaincy

# Admission regulations

Domestic Student Entry Requirements:

Applicants must have:

* a minimum of 14 numeracy credits at Level 1 or higher in Mathematics or Pāngarau on the Directory of Assessment Standards; and
* fifty credits at Level 2 or above with at least 12 credits in each of three subjects including a minimum of 8 literacy credits at Level 2 or higher in English or Te Reo Māori; of which 4 credits must be in reading and 4 credits must be in writing; and
* the literacy credits were selected from a schedule of approved achievement standards and unit standards found on the NZQA website at ‘Literacy requirements for University Entrance’

or equivalent to the above

NCEA equivalence can include:

* New Zealand University Entrance
* Overseas equivalent qualifications
* Other NZQA approved Level 3 or 4 certificates

Students must be 17 years of age or over.

Students aged over 20 years old can apply for mature student entry which may require supporting evidence from an employer.

A satisfactory pastoral reference.

International Student Entry Requirements:

International students must meet all of those conditions listed above for domestic students, AND;

International students for whom English is not a first language must meet one of the following conditions:

* IELTS academic score of 5.5 with no band score lower than 5, or;
* TOEFL (pBT) score of 550 (with an essay score of 5 TWE), or;
* TOEFL (iBT) score of 46 (with a writing score of 20), or;
* University of Cambridge English Examination FCE or FEC for schools with a score of 162 and no less than 154 in each skill, or;
* NZCEL Level 4 qualification (with the academic endorsement), or;
* Pearson Test of English (Academic) score of 42, or
* City & Guilds IESOL B2 Communicator with a score of 42, or;
* complete two years study at a New Zealand secondary school and achieve either NCEA Level 3 or New Zealand University Entrance or both.

# Admission Procedure

**For returning Students**

1. Obtain a returning student application form from the Registrar
2. Complete and return application to the registrar
3. You will be notified if an interview is required and whether your application is successful

**For new students**

Obtain an application to study at Alphacrucis from the registrar

# Other requirements

Students will require regular access to a computer and internet. It is recommended that students save all their assignments on an external hard drive or USB in case of computer breakdown of theft.

# Credit Transfers from Other Institutions

Students transferring from another institution may be able to transfer credits.

# From Diploma programmes

**Where the other institution an articulation agreement with Alphacrucis**

The cross crediting allowances will have been determined. Please contact the Alphacrucis Registrar.

**For students from institutions that do not have an articulation agreement with Alphacrucis**

Students may submit transcripts which will be assessed for cross-crediting.

# Applications for Cross Crediting

An application form is available from the Registrar.

The fees for cross-crediting are published in the Alphacrucis Application Guide.

# Recognition of Prior Learning

Students may apply for recognition of prior learning. This may be applied to previous study in courses that have no recognised credit rating and to ministry or leadership experience. See the student handbook for details. Students may apply to the Registrar and a decision will be made by the Academic Committee.

# Diploma in Chaplaincy Regulations

# Completion requirements

* 1. The successful candidate must complete 120 credits at Level 5 in the prescribed subjects.
  2. Every Diploma component (paper or subject) will be 15 credit points. The qualification will therefore require a total of 8 papers for full time study over one year.
  3. The normal duration of the course for full time students is 2 semesters. These are normally studied consecutively.
  4. The maximum period in which to complete the Diploma is within 8 semesters or 4 years. This includes any suspensions in study or repeated papers. Students may enrol for part-time study.
  5. Students will make subject selections each academic year or semester. Students may request guidance prior to finalising their annual selection of subjects. Applications for guidance must be made to the Dean of Christian Studies prior to the commencement of papers.

# Regulations for the four Chaplaincy Papers

1. Students must do the intensives in the order specified.
2. Students must attend all the intensives to complete the course.
3. Students must complete 150 hours of practical chaplaincy experience in the community during the course.
4. Completion of the four chaplaincy intensives will enable members of NZ Assembly of God churches to apply for a Chaplaincy credential with the NZ A/G. Members of other church groups need to obtain a credential through their own church organisations.

# Policy for awarding credit

Policies for awarding credit are outlined as follows:

1. The determination whether a candidate has satisfactorily completed a paper is made by the Academic Committee on the recommendation of the Programme Director or Head of Department in which the paper is offered.
2. In order to complete a paper satisfactorily and to gain the number of credit points specified for that paper a candidate shall:
   * attend classes or participate in online lessons as required by the Attendance Policy of the College
   * complete required assessments as outlined in the paper
   * reach a satisfactory level of achievement in assessments as outlined in the paper
3. Where a candidate is prevented by unavoidable disruption from satisfying the requirements the policy for aegrotat passes will be followed.
4. Students are not required to pass each form of assessment for a paper, but must achieve a cumulative mark of at least 50% overall to pass.
5. Late assignments will attract a penalty of 3% per day up to a maximum of 21%. No essay will be accepted more than one calendar week after the due date.
6. All assignments must be typed. Hand-written assignments will be returned to the student and will incur the 3%/day penalty until submitted in an acceptable format.

**Important Note:** Please see the **Alphacrucis Student Handbook** for the relevant policies and processes for extension requests, attendance requirements, aegrotat passes, resubmissions, re-enrolments and appeals.

**Grading Policy**

A candidate’s grade for a paper offered by the College is determined upon an assessment of performance in required coursework and/or examinations.

1. Grades for assessments and overall papers for a candidate are recorded as follows:

|  |  |
| --- | --- |
| **Grade** | **Percentage Range** |
| A+ | 90-100% |
| A | 85-89% |
| A- | 80-84% |
| B+ | 75-79% |
| B | 70-74% |
| B- | 65-69% |
| C+ | 60-64% |
| C | 55-59% |
| C- | 50-54% |
| D | 40-49% |
| E | below 40% |
| DNC | Did Not Complete |

# Attendance

Attendance at Chaplaincy intensives is compulsory. Where an intensive is missed during to unforeseen circumstances this must be made up by attending an intensive scheduled at a different place or time.

Students may be excused for notified absence caused by illness or other unavoidable circumstances. See the student handbook for full details of attendance requirements.

# Assessment

# Assignments, Tests, Examinations

All papers will be assessed using a variety of assessment tools. The outlines for each subject will clearly state the requirements for passing the paper.

# Extensions for Assignments:

Extensions of assignment deadlines will only be granted on the following grounds:

Medical illness (certified by Doctor’s Certificate); Extreme Hardship; Compassionate Grounds.

* Extensions will not be granted for reflections (Where the contribution to the final grade is less than 5%)
* Requests for extensions must submitted via the link found on the Moodle website
* Requests for extensions should **not** be made to individual lecturers
* In extreme cases, students who are unable to complete the assessment for a paper due to extenuating circumstances, will, subject to approval by the Academic Committee, receive an ‘Extension’ (E) grade for that paper. The student then has a period of time determined in discussion with the lecturer (usually one month - maximum of 60 days) to complete any/all assessment for that paper. The student will incur no financial penalty in this case, due to the extreme nature of his/her situation. Further, once any/all forms of assessment have been submitted, the ‘Extension’ grade will be replaced by the new grade.

# Resubmissions and Resits

Where a student receives a ‘Fail’ grade for completed assessment, and the lecturer believes that the student has made a genuine effort to satisfy the assessment requirements, the lecturer may decide to ask the student to re-submit that assessment. If this occurs, the student will be given an ‘Incomplete’ grade, and has three weeks following the notification of the grade to re-submit the assessment. If the re-submitted assessment is deemed satisfactory, the ‘Incomplete’ grade will be replaced by a new grade. This grade will be 75% of the mark given for the resubmitted assignment e.g. If the marker gives a resubmitted assignment a grade of 80% the actual mark received will be 60%. This penalty will be incurred down to a minimum of 50%.

In the event of the assessment not being re-submitted within the stipulated period, the student will receive a ‘Fail’ grade. Students will only be allowed to re-submit one piece of assessment per paper, and further unsatisfactory assessments will result in a ‘Fail’ grade (unless exceptional circumstances are approved by the Academic Dean).

If a student fails to achieve 50% overall in a particular paper, s/he will receive a permanent ‘Fail’ on his/her transcript. If the student then wishes to pass the paper, s/he must re-enrol (with a 50% discount on the enrolment fees only if a grade of 30% or greater was initially achieved) and resubmit all forms of assessment required by the lecturer.  If approved by the relevant lecturer, and if the ‘Fail’ grade was not the result of poor attendance, the student will not be required to attend classes. If this resit is not completed by the end of the semester following the fail grade, then students wishing to redo the paper will be required to pay full-fees and attend all classes. A student will not be permitted to repeat a paper more than once.

As the chaplaincy subjects are taught as a sequence of intensives resits may not be available until the course is offered again.

# Reassessment and Appeals against Assessment Decisions

A student is free to appeal against the grade given in any assignment if s/he believes that some error in grading has occurred or if there are more general concerns about the grade given. The process of appeals is as follows;

* Discuss the Result with the marker
* If a student has reason to believe that an error has been made or an injustice exists after receipt of notification of paper results, the student may discuss such matters with the marker responsible for that aspect of the paper.
* The purpose of this initial phase is to clarify the result and to correct incorrect perceptions and misunderstandings.
* This phase may be resolved by the student accepting the result, or the marker determining to re-address the issue (i.e. supplementary, re-marking of paper, etc.)
* Lodgement of Appeal
* Should the student not be satisfied with the outcome of such discussions, the student may apply for a review of the matter and/or re-grading of the assessment.
* Applications must be submitted, in writing, to the Academic Committee within fourteen (14) days of the publishing of the grade.
* All applications must be accompanied by supporting information and documentation. The specific grounds on which a request for a review is based must be stated clearly.
* Such reviews could lead to no change or to either a less favourable or more favourable outcome for the student.
* The review shall be completed by the relevant department head (Alphacrucis) and one or two other faculty, apart from the marker.
* After the review has been completed, students should not expect staff members to respond to informal approaches or pressures.
* Notice of the outcome of any review will be communicated in writing to the student requesting the review.

Appeals to NZQA

Should a student believe that the above process has been unjust the student may lodge a claim with NZQA, P O Box 160, Wellington.

A student prevented from completing any major item or items of work for assessment in a paper, or who considers that his or her performance in completing any major item or items of work for assessment in a paper has been impaired by illness or injury or bereavement or any other critical circumstance, may apply for aegrotat consideration for the paper.

# Awarding the Diploma

The following conditions are applied to the conferral of the Diploma:

1. Meeting the Diploma regulations
2. Accounts department clearance
3. Library clearance

Students meeting these conditions will be presented to the Academic Committee to have the Diploma awarded. The Academic Committee may award the Diploma with merit or distinction according to the following definitions:

Merit: a grade average of 75 across all papers contributing to credit in the Diploma

Distinction: a grade average of 85 or higher across all papers contributing to credit in the Diploma

Where a student is awarded merit or distinction this will be recorded on the Diploma award.

# Length of Academic Year

The year consists of 34 study weeks and 4 holiday weeks giving a total of 38 weeks.

# Curriculum

# Papers

|  |  |
| --- | --- |
| **Subject / Paper** | **Credits** |
| Narrative of the First Testament | 15 |
| Writings of the New Testament | 15 |
| Understanding the Faith | 15 |
| Communicating the Gospel | 15 |
| Chaplaincy Foundations | 15 |
| Chaplaincy Leadership | 15 |
| Chaplaincy Practice 1 | 15 |
| Chaplaincy Practice 2 | 15 |

# Subject Availability

Papers in the curriculum may be available through several delivery options:

* Semester length campus class
* Online
* Intensive & online

# Semester length classes

These are taught at the Alphacrucis campus.

See the annual calendar for subject availability (on website)

# Intensive delivery.

Face-to-face intensives will be delivered during three days of full time classes, and four days for the final intensive. These lectures are blended with the resources provided through Alphacrucis’ on-line e-learning platform, Moodle. The intensives are delivered from Alphacrucis’ Penrose campus and from time to time in selected locations through NZ.

# Paper Descriptions

**BIB101 Narrative of the First Testament**

This paper provides an overview of the First Testament in light of the historical and cultural framework of the Ancient Near East.

**BIB102 Writings in the New Testament**

This paper provides a broad introduction to the New Testament literature within its social and historical context.

**THE101 Understanding the Faith**

This paper sets out the theological foundations of a Christian Worldview based on the broad parameters of the gospel, covering foundational material upon which later theology papers build.

**MIN102 Communicating the Gospel**

This paper is a practical examination of the history, theology and practice of evangelism. It stresses the empowering role of the Holy Spirit in evangelism.

**CHP101 Chaplaincy Foundations**

The aim of this paper is to introduce students to the foundational elements of chaplaincy. This includes an understanding of role of the chaplain in contemporary society, and the core skills needed to be an effective chaplain.

**CHP102 Chaplaincy Leadership**

The aim of this paper is to introduce students to the experience of chaplaincy practice in the field. Students will learn how to apply core chaplaincy skills and knowledge in supervised chaplaincy-appropriate settings.

**CHP103 Chaplaincy Practice 1**

The objective of this paper is to develop leadership, organisational and professional skills and knowledge within the field of chaplaincy.

**CHP104 Chaplaincy Practice 2**

The purpose of this paper is to develop and apply chaplaincy skills in various contexts, to enhance effective communication and to learn how to negotiate complex crisis situations.