2023 STUDENT MANUAL

veta morphus

10741NAT - Certificate III in Christian Ministry and Theology
This qualification is provided through Evolation Learning Pty Ltd - RTO #45219

PLEASE NOTE: This Veta Student Manual must be read in conjunction with the Student Handbook provided by Evolation Learning Pty Ltd.

Veta Morphus

For publication and distribution permission please contact:

Veta Youth Ltd
EBC Community Centre,
Corner Rothesay Ave and Dorene St
St Marys SA 5042

Postal Address:
PO Box 1175
Pasadena SA 5042

www.veta.org.au

1 WELCOME

Executive Director's Welcome to Veta Morphus Students

This Manual provides an overview of the Veta Morphus course.

Veta Morphus enables senior secondary students to grow in the Christian life and gain academic credit at the same time.

Students complete the 10741NAT - Certificate III in Christian Ministry and Theology*, which may contribute to your Secondary School Senior Certificate. You will develop critical capacities required for work in ministry settings, develop skills for employment, and open the doorway to a variety of employment opportunities.

Beyond this, Veta Morphus is an experience of growth and transformation in the Christian life, where the truths of the Bible are lived in everyday experience and then formed into your character through deep reflection and Godly relationships. It is a powerful and life-changing opportunity.

You will be placed into situations where your heart, your mind and your imagination can be captured by Christ and then, once captured, transformed by the experience of the radical life you are challenged to live.

Veta Morphus is available for delivery in every Australian State and Territory.

I am honoured to welcome you into this exciting adventure. I pray that you will be enriched and encouraged in your faith and life, and that by getting involved, '... the God of our Lord Jesus Christ ... will give you the Spirit of wisdom and revelation, so that you may know him better' (Ephesians 1:17).

Rohan Waters

Executive Director

Veta Youth Ltd

*Offered through Evolation Learning Pty Ltd RTO #45219

"Do not conform to the pattern of this world, but be transformed by the renewing of your mind." Romans 12:2

2 YEARLY PLAN 2023

2.1 Yearly Plan information

The Yearly Plan and Dates to Remember over the next pages will assist you to keep up to date with requirements of your course.

The Yearly Plan includes the information for all states in the one plan and the general order of workshops and events. You may find it helpful to write in the weekly dates that apply to your Peer Group.

You may find it helpful to keep a copy of these in an easy to access place.

Please note that Veta Youth may need to make changes to these proposed dates in response to Government Covid-Safe Plans as well as various state Education Department requirements.

2.2 All States Yearly Plan

TERM	WEEK	WEEK COMMENCING	WORKSHOPS	WORKBOOK RECORD	WHAT'S ON!
1	1		**Workshop 1:** Induction Week 1	A	Identify Ministry Placements, find Ministry Supervisors and Mentor
1	2		**Workshop 2:** Induction Week 2	A	
1	3		**Workshop 3:** Exegesis	1	Initial Mentor Meeting
1	4		**Workshop 4:** Planning a Ministry Placement	A	***Retreat 1 – 24-26 Feb (SA Tribe A, VIC)**
1	5		**Presentation 1 Development:** Biblical Issue	1	***Retreat 1 – 3-5 Mar (SA Tribe B, NSW)**
1	6		**Workshop 5:** Conflict	1	Retreat 1 Reflections Major Ministry Placement should have started.
1	7		**Presentation 1 Delivery:** Biblical Issue	1	***Retreat 1 – 10-12 Mar (QLD)** Mentor II
1	8		**Presentation 1 Delivery:** Biblical Issue	1	Review Journal Process and ensure up to date so far
1	9		**Workshop 6:** Values and Attitudes	A	Mentor III Hours Tracker
1	10		**Workshop 7:** Forgiveness	1	
	11 - 13		HOLIDAYS or Make up Week		
2	14		**Workshop 8:** Jesus and Culture	2	Submit completed Workbook 1 Mentor IV
2	15		**Workshop 9:** Wellbeing	A	
2	16		**Workshop 10:** Denominations	2	Mentor V
2	17		**Presentation 2 Development:** Cultural Issue	2	Review Journal Process and ensure up to date so far
2	18		**Spiritual Practice 1:** Peer Group Choice	A	***Retreat 2 – 26-28 May (SA Tribe A & B, VIC)**
2	19		**Presentation 2 Delivery:** Cultural Issue	2	***Retreat 2 – 2-4 Jun (NSW, QLD)** Mentor VI
2	20		**Presentation 2 Delivery:** Cultural Issue	2	Retreat 2 Reflections
2	21		**Workshop 11:** Mission of God	2	
2	22		**Workshop 12:** Contemporary Issue	2	Mentor VII
	23 - 25		HOLIDAYS or Make up Week		
3	26		**Workshop 13:** Responsible Thinking	3	Submit completed Workbook 2 Mentor VIII
3	27		**Presentation 3 Development:** Personal Issue	3	Major Ministry Mid Year Review
3	28		**Spiritual Practice 2:** Peer Group Choice	A	
3	29		**Presentation 3 Develop/Delivery:** Personal Issue	3	***Retreat 3 – 11-13 Aug (QLD)** ***Retreat 3 – Aug (NSW, SA all tribes) (TBA)**
3	30		**Presentation 3 Delivery:** Personal Issue	3	Mentor IX
3	31		**Workshop 14:** Sexuality	3	***Retreat 3 – 25-27 Aug (VIC)**
3	32		**Workshop 15:** Life Direction	3	Review Journals and ensure up to date so far
3	33		**Workshop 16:** Evaluating Ministry Placement	A	Christian Community Reflections
3	34		**Spiritual Practice 3:** Celebratory Meal	A	
3	35		Make up Week		Retreat Reflections Hours Tracker Mentor X
	36 - 38		HOLIDAYS or Make up Week		
4	39		**Workshop 17:** Evaluating Course	A	Submit completed Workbooks 3 and A
			COURSE COMPLETE		

V5 - 9/01/2022

*While every effort is made to keep the Retreat dates as noted, they may be subject to change due to circumstances beyond our control

3 DATES TO REMEMBER

3.1   New South Wales

Term	Date	Task
1	13 February	Should have started Mentoring
1	28 February	Major Ministry Placement should have started
1	3-5 March	**Retreat 1**
1	1 May	Workbook 1 (including Journals) completed and submitted for assessment in Canvas.
2	8 May	Workbook 1 (including Journals) check assessments and complete resubmissions
2	2-4 June	**Retreat 2**
2	10 July	Workbook 2 (including Journals) completed and submitted for assessment in Canvas
3	17 July	Workbook 2 (including Journals) check assessments and complete resubmissions.
3	17 July	Major Ministry Mid Year Review
3	August (TBA)	**Retreat 3**
4	9 October	Year 11 and 12 - (including Journals) Workbook 3 and Workbook A completed and submitted in Canvas. PGS to check student submissions.
4	16 October *	Year 11 and 12 – (including Journals) Workbook 3 and Workbook A check assessments and complete resubmissions.
4	1st December	COURSE COMPLETE

- **Our experience is that Students who delay completion after the 16th October might not meet NESA school entry dates and therefore will not have their results counted towards their current Year level.**

3.2   Queensland

Term	Date	Task
1	13 February	Should have started Mentoring
1	28 February	Major Ministry Placement should have started
1	10-12 March	**Retreat 1**
1	1 May	Workbook 1 (including Journals) completed and submitted for assessment in Canvas
2	8 May	Workbook 1 (including Journals) check assessments and complete resubmissions
2	2-4 June	**Retreat 2**
2	10 July	Workbook 2 (including Journals) completed and submitted for assessment in Canvas
3	17 July	Workbook 2 (including Journals) check assessments and complete resubmissions
3	17 July	Major Ministry Mid Year Review
3	11-13 August	**Retreat 3**
4	23 October	Workbook 3 (including Journals) and Workbook A completed and submitted in Canvas. PGS to check student submissions
4	30 October *	Workbook 3 (including Journals) and Workbook A check assessments and complete resubmissions
4	1st December	COURSE COMPLETE

* Students who delay completion after the 30th October might not meet QCAA entry dates and therefore might not have their results counted towards their current Year level. Year 12 students especially take note!

3.3 South Australia

Term	Date	Task
1	13 February	Mentoring should have started
1	24-26 February	**Retreat 1 – Tribe A**
1	3-5 March	**Retreat 1 – Tribe B**
1	7 March	Major Ministry Placement should have started
2	1 May	Workbook 1 (including Journals) completed and submitted for assessment. PGS to check student submissions.
2	8 May	Workbook 1 (including Journals) check assessments and complete resubmissions
2	26-28 May	**Retreat 2 Tribe A and Tribe B**
3	10 July	Workbook 2 (including Journals) completed and submitted for assessment. PGS to check student submissions.
3	17 July	Workbook 2 (including Journals) check assessments and complete resubmissions.
3	17 July	Major Ministry Mid Year Review
3	August TBA	**Retreat 3 Tribe A and Tribe B together**
4	23 October	Workbook 3 (including Journals) and Workbook A completed and submitted for assessment. PGS to check student submissions.
4	30 October	Workbook 3 (including Journals) and Workbook A check assessments and complete resubmissions.
4	To Be Confirmed	SA Veta Youth Graduation
4	31 October	COURSE COMPLETE

3.4 Tasmania

Term	Date	Task
1	20 February	Should have started Mentoring
1	TBA	**Retreat 1**
1	28 February	Major Ministry Placement should have started
1	1 May	Workbook 1 (including Journals) completed and submitted for assessment in Canvas.
2	8 May	Workbook 1 (including Journals) check assessments and complete resubmissions
2	TBA	**Retreat 2**
2	10 July	Workbook 2 (including Journals) completed and submitted for assessment in Canvas
3	17 July	Workbook 2 (including Journals) check assessments and complete resubmissions.
3	17 July	Major Ministry Mid Year Review
3	TBA	**Retreat 3**
4	9 October	Year 11 and 12 - Workbook 3 (including Journals) and Workbook A completed and submitted in Canvas. PGS to check student submissions.
4	16 October *	Year 11 and 12 - Workbook 3 (including Journals) and Workbook A check assessments and complete resubmissions.
4	1 December	COURSE COMPLETE

* Our experience is that Students who delay completion after the 16th October might not meet TASC entry dates and therefore might not have their results counted towards their current Year level. Year 12 students especially take note!

3.5   Victoria

Term	Date	Task
1	13 February	Should have started Mentoring
1	24-26 February	**Retreat 1**
1	6 March	Major Ministry Placement should have started
1	1 May	Workbook 1 (including Journals) completed and submitted for assessment in Canvas.
2	8 May	Workbook 1 (including Journals) check assessments and complete resubmissions
2	26-28 May	**Retreat 2**
2	10 July	Workbook 2 (including Journals) completed and submitted for assessment in Canvas
3	17 July	Workbook 2 (including Journals) check assessments and complete resubmissions.
3	17 July	Major Ministry Mid Year Review
3	25-27 August	**Retreat 3**
4	9 October	Year 11 and 12 - (including Journals) Workbook 3 and Workbook A completed and submitted in Canvas. PGS to check student submissions.
4	16 October *	Year 11 and 12 - (including Journals) Workbook 3 and Workbook A check assessments and complete resubmissions.
4	20 October	COURSE COMPLETE

* Our experience is that Students who delay completion after the 16th October might not meet VASS entry dates and therefore might not have their results counted towards their current Year level. Year 12 students especially take note!

3.6 Western Australian

Term	Date	Task
1	13 February	Should have started Mentoring
1	TBA	**Retreat 1**
1	28 February	Major Ministry Placement should have started
1	1 May	Workbook 1 (including Journals) completed and submitted for assessment in Canvas.
2	8 May	Workbook 1 (including Journals) check assessments and complete resubmissions
2	TBA	**Retreat 2**
2	10 July	Workbook 2 (including Journals) completed and submitted for assessment in Canvas
3	17 July	Workbook 2 (including Journals) check assessments and complete resubmissions.
3	17 July	Major Ministry Mid Year Review
3	TBA	**Retreat 3**
4	9 October	Year 12 - Workbook 3 (including Journals) and Workbook A completed and submitted in Canvas. PGS to check student submissions.
4	16 October *	Year 12 - Workbook 3 (including Journals) and Workbook A check assessments and complete resubmissions Year 11 - Workbook 3 (including Journals) and Workbook A completed and submitted in Canvas. PGS to check student submissions.
4	30 October	Year 11 - (including Journals) Workbook 3 and Workbook A check assessments and complete resubmissions.
4	1 December	COURSE COMPLETE
* Our experience is that Year 12 Students who delay completion after the 16th October will not have their results counted towards their Year 12.		

4 BIBLE ENGAGEMENT PLAN

On the next page is the Veta Morphus Bible reading plan for 2023. The term weeks may vary from state to state and school to school.

This Bible Engagement Plan will take the student on a journey! This journey is from Genesis to Revelation, from the beginning to eternity, of God's plan for the world. The plan will take them through three major themes: the covenant, the Messiah and the new heaven and new earth. We pray that they come to love Jesus more and see God's wonderful plan unfold.

As the student begins Veta Morphus they will receive a NIV Study Bible to enable their Bible Engagement and other Bible study and research.

At Veta Youth we believe that one of the ways we get to know God is through reading and reflecting on the Bible. This is why Bible Engagement is such an important part of Veta Morphus, and the Christian life. Doing Bible Engagement is not just a task to 'get done' but an opportunity to get to know God more.

As the student begins Veta Morphus, starting in Workbook 1, we would like them to read the three (3) weekly Bible readings listed in the Bible Reading Plan. In Workbook 1 they will be required to complete one journal per week.

They can **choose** which Scripture passage they will focus on for their journal each week.

In the first five (5) weeks, the priority will be on developing a good practice of journaling using the SOAP method.

In Workbook 2 and 3, they will be required to read the three weekly readings and complete two (2) journals of their choice each week.

Week	Law & History	Wisdom & Prophets	New Testament	Complete
1	Genesis 1-3	Psalm 2	Matthew 1	
2	Genesis 9	Psalm 8	Matthew 4	
3	Genesis 15; 17; 18:1-15	Psalm 16	Matthew 5-7	
4	Genesis 22:1-19	Psalm 22	Matthew 8	
5	Genesis 25:19-26:6	Psalm 41	Matthew 13	
6	Genesis 28:10-22	Psalm 68	Matthew 18-20:16	
7	Exodus 6:1-11	Psalm 69	Matthew 21:28-22:14	
8	Exodus 11-14	Psalm 89	Matthew 25	
9	Exodus 16	Psalm 109	Matthew 26:17-30	
		Make up weeks and holidays		
1	Exodus 19-20	Psalm 110	**Mark^**	
2	Exodus 24	Psalm 118	Luke 2; 24	
3	Exodus 33-34	Isaiah 6-7; 9:1-7	John 1:1-18; 3	
4	Numbers 20:1-13	Isaiah 11	John 4-5	
5	Numbers 32:1-13	Isaiah 40-42	John 6:25-71	
6	Deuteronomy 18:14-22	Isaiah 52-53	John 7:25-52; 12:37-50	
7	Deuteronomy 28-29	Isaiah 54-56:8	Acts 14-15	
8	Deuteronomy 32:48-52	Isaiah 65	Acts 17	
9	Joshua 1; 24	Jeremiah 31; 33	Acts 28	
		Make up weeks and holidays		
1	Judges 2:6-3:6	Ezekiel 2-3:15	Romans 7-8	
2	1 Samuel 1; 3	Ezekiel 36	Romans 9; 11; 15	
3	1 Samuel 7:15-8:22	Hosea 1-2; 11	1 Corinthians 15	
4	1 Samuel 15-16:1-13	Hosea 6; 8	2 Corinthians 3	
5	2 Samuel 2:1-7; 5:1-5; 7:1-17	Joel 2	Galatians 3	
6	1 Kings 6:1; 8:1-21	Micah 4-5	Ephesians 3	
7	1 Kings 8:22-9:9	Jonah 1-4	Hebrews 8-9	
8	1 Kings 12	Nahum 1	Hebrews 11-12	
9	2 Kings 17:7-23	Zechariah 8; 9:9-13; 10	2 Peter 3	
10	2 Kings 24-25	Malachi 1-4	Revelation 11:15-19; 21-22	

^*For this week, you will need to complete your journal entry on Mark. We encourage you to read the book of Mark in one sitting from beginning to end. Choose a time that will allow you to read all 16 chapters. If you listen to the audio Bible, it will take you 1 hour and 29 minutes. The YouTube Video (Link following) is for your use if you would like a dramatised audio version of Mark's Gospel. (https://www.youtube.com/watch?v=WThbVlxYf1c)*

5 VETA CONTACTS

5.1　First Contact

Your main contact for your Veta Morphus course is your Peer Group Supervisor. They should be able to answer most of your questions.

If you unable to obtain the information you require, please contact Veta Admin where you will be referred to the Veta team member who will be most able to assist you.
E: admin@veta.org.au
P: 1800 570 622

6 VOCATIONAL QUALIFICATION DETAILS

6.1   Vocational Qualification Details

Course Name: Certificate III in Christian Ministry and Theology
Course Code: 10741NAT

6.2   Registered Training Organisation Details

Provider Name: Evolation Learning Pty Ltd
Registered Training Organisation Number (RTO #45219)
Website: https://evolation.com.au/

The 10741NAT - Certificate III in Christian Ministry and Theology offered through Evolation Learning Pty Ltd RTO #45219. Evolation Learning Pty Ltd is registered by the Australian Skills Quality Authority to deliver Vocational Education and Training (VET) services and is listed on the National Register:
https://training.gov.au/Organisation/Details/45219
More information regarding Evolation Learning Pty Ltd is available on their website:
https://evolation.com.au/

This Veta Morphus Student Manual is to be read in conjunction with the following Evolation Learning Student Handbook provided by Evolation Learning Pty Ltd: Evolation Learning Student Handbook

6.3 10741NAT - Certificate III in Christian Ministry and Theology

offered through Evolation Learning Pty Ltd RTO #45219.

Packaging to gain qualification

Compulsory	6
Electives	2
Total number of units of competency (Minimum)	**8**
Total number of nominal hours	**500**

Compulsory Units

Code	Unit Name	Nominal Hours
CMTTHE301	Research Christian Scripture and Theology	70
CMTTHE302	Identify theological data	70
CMTTHE303	Present information on a theological theme or issue	70
CMTTHE304	Apply new theological insights	70
CMTMIN301	Apply theological knowledge to contemporary ethical issues	70
CMTMIN302	Communicate theology in everyday language	70

Elective Units

Code	Unit Name	Nominal Hours
BSBPEF302	Develop self-awareness	30
BSBPEF201	Support personal wellbeing in the workplace	50

For more information on the 10741NAT - Certificate III in Christian Ministry and Theology go to http://training.gov.au/Training/Details/10741NAT.

6.4 Enrolment Application and Process

The following are the steps by which the enrolment will take place:
1. The student is to read this Student Manual in conjunction with the Evolation Learning Student Handbook
2. If the student does not currently have a USI, they must apply for a USI at https://www.usi.gov.au/. If they already have a USI, they must ensure they have a copy of it ready to use in their enrolment application
3. The student, along with a parent or caregiver, are to complete the enrolment application at www.veta.org.au/enrol If the student and parent or caregiver are both present, they can sign the form electronically at the time of the completion of the form
4. The student and parent or caregiver will receive an email with a copy of the student's enrolment application along with a link to the Language, Literacy and Numeracy (LLN) Assessment for the student to complete. If the email does not appear in the inbox, please check your Spam/Junk folder
5. If not signed at the time of completion, the student and parent or caregiver are to read, and sign the application and declaration and return the form using the details provided on the enrolment form
6. All students are invited to complete an LLN Assessment. Further to the LLN Assessment, some students may be required to complete an induction interview or process
7. Students will be given access to Canvas, the Learning Management System used by Veta Youth, from 21st January 2023
8. From mid-February to late March, invoices will be sent to schools or parents, depending on which Peer Group the student is a part of. Payment is due by 31st March 2023
9. Evolation Learning will check the USIs against the student's provided name and date of birth. If there are incorrect details, the student will be contacted to urgently provide or correct their details
10. During Term 1 of the course, students will be required to provide Photo ID. This will be requested as part of one of the course workshops.

If any part of this process is not completed, the student may not be able to receive credit towards their qualification, so each part of this process is of the utmost importance.

6.5   Recognised prior learning (RPL)

If a student wishes to take part in the RPL process as laid out in the Evolation Learning Student Handbook, the student is to contact Veta by email to admin@veta.org.au providing their

      a. Name
      b. Phone number
      c. Email address
      d. Best time to contact during working hours.

A Veta or Evolation Learning staff member will contact the student to discuss the requirements.

6.6   COVID-19 Response

Veta Youth reserves the right to adjust the Veta Morphus course in 2023, as necessary, due to COVID disruption, with particular regard to course delivery and assessment, in response to prevailing health and education requirements.

7 COURSE COMPONENTS

7.1 Veta Morphus Outline

Veta Morphus is a structured course that promotes the Christian growth of Senior Secondary Students (years 11-12). Veta Morphus is made up of eight Units of Competency with a total nominal hour value of 500 hours. The hours are allocated as per table below:

Course Component	Work Outline	Prescribed Hours	Self-Paced	Nominal Hours
Christian Community	30 weeks x 1 hour + Reflections (Self-Paced Personal Application)	30	42	72
Retreats	3 Retreats x 25 hours + 3 x 2-hour Reflections	81		81
Ministry Placement	Major Ministry Placement Short Term Ministry Placement (Self-Paced Planning, researching, and establishing the Ministry Placement)	40 16	62	118
Bible Engagement	30 weeks x 90 minutes (Self-Paced Research and Personal Application)	45	42	87
Mentoring	7 x Sessions + Reflections (Self-Paced Personal Application)	10	12	22
Peer Group	30 weeks x 90 minute sessions facilitated by Peer Group Supervisor (PGS) + Presentation Preparation (3 x 5 hours) (Self-Paced Peer Group Preparation and completion of Workshops)	45 15	45 15	 120
TOTAL		282	218	500

7.2   Retreats

"… encourage one another and build each other up …"
1 Thessalonians 5:11

Definition
Successful completion of the course requires students to participate in three weekend Retreats or equivalent training approved by the Veta Youth, and competently complete any associated work. These are community experiences where students gather together for worship, input, group activities, discussion and workshops … plus down time to spend with friends!

Purpose
- To share experience and mutual encouragement beyond your local setting
- To receive guidance re: course requirements/competencies
- To receive specialist training
- To build a sense of community and support.

Specific Tasks
- Participate in Retreats or approved alternative assessment
- Check off course requirements with PGS
- Complete reflection, after Retreat, in online Workbook.

Accountability
Veta Youth will maintain records of attendance and ensure that programmed activities are completed to a satisfactory standard.

Time Commitment
Three Retreats, consisting of 75 hours of active engagement, or similar total.

Please refer to "Dates to Remember" for Retreat dates. **It is your responsibility to make these dates a priority for you to attend all Retreats, including rearrangement of work and other commitments.**

If you miss Retreat, you will be asked to complete alternate work to meet Retreat assessment requirements. You will be required to complete and submit the Absentee Form found later in this Manual and also on the Veta Youth website to determine if there is sufficient reason[1] for missing all or part of the Retreat.

The Retreat sessions are defined as:
1. Retreat mornings – two sessions
2. Retreat afternoons – two sessions
3. Retreat evenings – one session
Where sufficient reason is given, Peer Group Supervisors are obliged to assist a student in making up for a maximum of three Retreat sessions.

---

[1] Sufficient reason can include urgent family matters or medical conditions with a medical certificate. Your Peer Group Supervisor may use discretion regarding pressing personal issues or other engagements – but these cannot include such things as homework or study for exams, extra shifts at work, social engagements or sport practice.

7.3   Christian Community

"... you are the body of Christ ..." 1 Corinthians 12:27

Definition
Successful completion of the course requires students to participate in the life of a Christian Community. Christian Community is a group of people who gather together in the spirit of Christ to worship, to grow in experience and understanding of the way of Jesus, to care for one another, and to participate in mission for their community.

Purpose
- To receive ongoing support in Christian life
- To further ground your Veta experience and learning within the context of a local Christian community.

Specific Tasks
- Participate in community life
- Grow in knowledge and experience through the various elements of the regular corporate gathering of Christians
- Complete Christian Community Hour's Tracker and Christian Community Reflections. If you complete the required hours early in the year, you will still need to complete the Christian Community reflections in your online Workbooks throughout the year.

Accountability
Your PGS is required to check your participation with Christian Community.

Time Commitment
You are required to complete a minimum of 30 hours over a minimum of 10 sessions throughout Terms 1, 2 and 3, plus Reflections.

7.4   Bible Engagement

"Fix these words of mine in your hearts and minds; ..." Deuteronomy 11:18a

Definition
Successful completion of the course requires students to read the allotted Bible readings throughout the program and journal on their experience. There are Old Testament readings, New Testament readings and Psalms included in your Bible engagement reading plan in order to give you a good overview of the Bible during the course of the year.

Purpose
- To develop an understanding of scripture
- To integrate personal story with the biblical story
- To gain skills in applying acquired knowledge.

Specific Tasks
- Engage the Bible readings and complete journaling
- Encouraged to engage in different styles of journaling, don't be restricted by the examples provided
- Be prepared to bring your Study Bible and journal entries to the Peer Group each week to discuss.

Accountability
Your PGS is required to sight your journals in Canvas to ensure you are continuing to complete them in a timely manner.

Time Commitment
45 hours total consisting of work completed outside of Peer Group:
- Bible Engagement: As per the Bible Reading plan in Section 4 of this Manual
- Bible Reading and Journaling: **47** Journal entries (minimum)
  - o   30 mins a day x three per week x 30 weeks = **45** hours (recognises reading time and journaling time)
  - o   You will have five chapters or more of reading per week over the year. You may choose to read one chapter a day or complete all five in one sitting. However, you <u>must</u> complete the separate journal entries on those readings as follows:
    - One per week in Workbook 1 (Term 1)
    - Two per week in Workbook 2 (Term 2)
    - Two per week in Workbook 3 (Term 3, 4)
  - o   Your PGS is required to check you are completing your journaling.

7.5 Peer Group

"... encourage one another and build each other up ..." 1 Thessalonians 5:11a

Definition
A Peer Group is a small group (normally 4-8 people) who meet together as part of the Veta Morphus experience. The Peer Group is guided by a Peer Group Supervisor (PGS).
Successful completion of the course requires students to meet with a Peer Group and their PGS to engage in discussion around ministry, faith, and biblical reflection.
(Students, in exceptional circumstances, may complete the course individually with a PGS. In these situations, approval must be granted by Veta Youth for suggestions on how best to facilitate the course.)
A goal of Veta Morphus is that students apply and continue to research what they have discovered. To achieve this goal we have included, in the Workshops, a component for you to work on outside of your Peer Group time.

Purposes
- To integrate ministry experience with biblical reflections and personal faith journey
- To build a peer relationship of challenge, encouragement, and support
- To access resources through an experienced PGS
- To receive guidance/input re course requirements.

Specific Tasks
- Participate in 30 x 90-minute Peer Group sessions (or equivalent)
- Invest in peer relationships
- Complete:
    - 17 x Workshops completed Online
    - 3 x Spiritual Practice Workshops
    - 3 x Presentations (Biblical issue, Cultural issue, and Personal issue).
- Check off course requirements with PGS
- Maintain student hours tracker on a weekly basis
- Complete the prior reading and research of the Workshops before attending Peer Group. These are designed to assist you in understanding the Christian life and often include additional reading material. These are found in your online workbooks and monitored by your PGS
- 3 x Presentations - You have been allocated five hours to prepare for each.

Accountability
- Your PGS is required to maintain records of attendance, check satisfactory completion of reading material and online workshops, participation in Christian community, mentoring sessions and ministry placement.

Time Commitment
- Peer Group Sessions: 30 sessions x 90 mins = **45** hours
- Activity Research and Preparation: **15** hours
- Three Presentations, Preparation, Research and Development: **15** hours.

Peer Group meetings general outline
Peer Group is the lynchpin that holds the Veta Morphus experience together. These meetings are your primary time for discussion, reflection, and integration of the material you are learning. They are also the place where you cover important course administration. It is important that you make the most of this opportunity to grow. Like anything, the more you put in the more you get out. The depth and content of the discussion, and how richly you are engaged in it depends entirely on each person coming prepared and willing to invest fully in the time available.
Each week will include a discussion on your Bible Engagement (it's important to keep up to date so that you are all on the same page!), a time for encouraging one another, and opportunity to discuss important administration issues.

Three Types of Activities:

- **Workshops** - These are workshops or activities to help you in your own spiritual walk and to deepen your knowledge of God, your faith and how you live that out! They are also designed to help you in practical skills that you can put into place during your Ministry Placement. These workshops usually have a component to be completed either before or after each exercise. This component is to be discussed within your Peer Group after completion. Your answers to the Workshop questions are to be recorded in Online Workbook Workshops to which you will be given access.
- **Presentation(s)** - These help you engage life at a deeper level in areas that are of interest to you. The three Presentations focus on a **Biblical issue, Cultural issue, and Personal issue**. By applying the skills required to deliver a presentation, you will not only discover new information for your life, but the skills needed to communicate your newfound knowledge to others. You will be expected to prepare, research, and develop your Presentations outside of Peer Group in your own time.
- **Spiritual Practice** - A spiritual discipline or exercise is practised or explored as a group. These are designed to help you grow in your relationship with God.

A Peer Group Session

You can expect to have the following components in your Peer Group:

- A discussion on life in general
- Discussion points from your Bible Engagement
- Clarification of any problem, point of interest or question/s you may have arising from your Bible Engagement
- Weekly focus which may be a Learning Exercise, Presentation or Spiritual Practice
- Pray about whatever has come up in the meeting
- Administration of the group and group activities
- Next meeting information.

7.6   Presentations

A process that integrates research with biblical and personal reflection.

Three Presentations to be completed
- Biblical issue
- Cultural issue
- Personal issue.

All students need to complete all aspects listed below for the presentation process and be assessed for the work they produce.
The PGS will establish a roster of when each student will present each of their presentations, one in each Online Workbook 1, 2 & 3.

The process is divided over two or three weeks depending on the number of students in your Peer Group.

Development Week
Identify the topic
- Students identify a presentation topic for further exploration. Students are encouraged to choose a topic that is of interest to them (and possibly others too). The topic might relate to a question the student has always wondered about or it might be a topic that the student knows a little about but would like to explore even more deeply
- Students are to look at the Presentation Review sheet in Workbook A to ensure that they know the criteria they will need to meet when presenting their topics.

Brainstorm the topic
Peer group identifies 'six statements' about the presentation topic.
- Brainstorming: Student in the Peer Group brainstorms one to three statements that they would make about the presentation topic. Statements should be 'clear, succinct, important and can be controversial'
- Recording: Statements are written up so that everyone can see them
- Discussion: Statements are considered, combined, assessed, and expanded on and distilled
- Prioritising: Remaining ideas/statements are ranked in order of importance, i.e., what are the most significant statements that we have regarding this topic?

Research the topic
The presenting student keeps notes of the discussion, and **then researches the topic** outside of the Peer Group, also keeping notes on what they discover.
Discover what you can find out using all three of the following resources:
The Bible
- Your understanding of the context of any relevant passages in the Bible. Read the chapters before and after the passage and see if there are any emerging themes that might throw some light on why the author has written this or what the author may mean. Does the style this passage is written in (parable, poem, a question or answer, a historical narrative) give any clues to how we can understand it?
- Study Bible – the notes or additional references to other related Bible passages.
Other Resources
- Internet? What sites? What search questions?
- Commentaries on the Bible, Bible dictionaries, Concordance etc.
- Books related to the topic/articles in the library.
People
- People who have something to say on the topic – whether it is how they think it should be understood or how their discoveries of this passage have affected their journey of faith.

Conducting the research for the presentation is a significantly important part of the presentation process. Students are required to report on their research carefully citing the sources of their information. While some students may have enough information on their chosen topic, research is a specific requirement contributing to assessment, so must be included.

Delivery Week/s

The student presents their response to the topic.

Students are encouraged to be creative in the presentation of their response.

Presentations may be in the form of a written piece, a formal discussion, a group activity, a video, a PowerPoint presentation, a song or piece of music, an artwork etc. Presentations must:

- Demonstrate research
- Engage the group
- Incorporate elements of theological reflection and *ensure* your presentation addresses the criteria as listed on the Presentation Review. By Presentation three, you will need to have all of your review ticks in the "Yes" column
- Following their Presentation, the student completes the Post Presentation Review.

7.7 Mentoring

"As iron sharpens iron, so one person sharpens another." Proverbs 27:17

Definition
Successful completion of the course requires students to meet monthly with a Mentor.

Purpose
- To promote Christian growth in the student
- To provide a role model for the student.

Specific Tasks
- Meetings between the Mentor and the student
- Complete Mentoring reflections and associated assessment work
- **MENTORING SESSIONS CANNOT BEGIN AND WILL NOT BE RECOGNISED UNTIL THE MENTORING START UP WORKSHOP HAS BEEN COMPETENTLY COMPLETED AND YOUR ASSESSOR HAS GIVEN YOU "PERMISSION TO PROCEED". This is a legal requirement for your protection**
- If you would like access to the forms required for this workshop prior to the start of the course, please contact Veta Youth.

Minimum Expectations when choosing your Mentor
- See the Mentoring Manual for minimum expectations when choosing a Mentor.

Accountability
- The student needs to find someone to be their Mentor. The role is explained in detail in the Veta Mentor Manual. The PGS can offer further explanation if required. The role description and letter of invitation to the Mentor are included in the back of the Mentor Manual
- The Mentor needs to complete the online Mentor's Application Form. This is to be confirmed as a part of your assessable work in Workbook A
- Your parent/guardian/caregiver needs to complete the online Mentoring Approval Form. This is to be confirmed as a part of your assessable work in Workbook 1
- As part of this, you are required to obtain a copy of your Mentor's Working with Children Check (or similar, depending on your State), and submit as part of your assessable work in Workbook 1
- Veta Youth asks your Mentor to respect your privacy and ethical responsibilities regarding confidentiality, by not talking about your conversations with others inappropriately. Confidentiality, however, is not secrecy. If you tell them about issues where there is reason to believe you have been harmed, are being harmed or are harming others, Veta Youth requires these adults to report this to the relevant reporting body. If possible, we ask the adult to tell you that they are passing on or reporting information
- If you would like to approach a Mentor and require access to the Mentor Manual prior to the beginning of your course, please contact Veta Youth for assistance.

Time Commitment
10 hours with a minimum of seven meetings plus reflections.

- **YOUR MENTORING SESSIONS CANNOT BEGIN AND WILL NOT BE RECOGNISED UNTIL YOUR MENTORING START UP WORKSHOP HAS BEEN COMPETENTLY COMPLETED AND YOUR ASSESSOR HAS GIVEN YOU "PERMISSION TO PROCEED". This is a legal requirement for your protection**.

7.8 Ministry Placements (Work Placements)

"... I will show you my faith by what I do." James 2:18

Definition
Successful completion of the course requires students to undertake practical application of ministry skills and work in an environment that serves for reflection. This is sometimes referred to as 'Work Placement' or 'On-the-Job Training'.

Purposes
* To help students engage in God's mission to the world
* To provide students with opportunity to express, explore and develop their gifts
* To encourage students to test and challenge their personal direction and sense of God's call on their life
* To provide workplace experience.

Planning
When planning their Major and Short Term Ministry Placements, students need to be able to do the following in their Ministry Placement:
* Engage with other people in this ministry
* Be the next step for their growth in this particular ministry, e.g., not something they have been doing for years
* Able to support others involved in this ministry
* Things that they can move toward that will force them out of their comfort zone and to rely more on God
* For students, to meet the criteria listed in the Major and Short Term Ministry reviews included in Online Workbook A
* If you would like access to the forms required for this workshop prior to the start of the course, please contact Veta Youth.

Students are to use this opportunity to not just do what is comfortable, but to expand their ministry in ways that they would not normally engage.

Specific Tasks
Major Ministry Placement (Minimum 40 hours)
All students must engage in one Major Ministry Placement. This may be an ongoing role in a leadership team or a personal ministry, usually on a weekly or fortnightly basis for at least six months.
This activity must:
* Take a minimum of **40** hours of active service
* Grow and develop the student and allow reflection on how this ministry fits in with the mission of God
* Require the student to take specific responsibility for a substantial part of the ministry
    o The level of engagement will depend upon the student's personal capacity; however, it is clearly not enough to simply 'turn up and help out'.
* Involve the student in all aspects of planning, preparation, implementation, and evaluation
* Utilise a broad range of gifts and skills requiring effort and creativity by the student
    o The student should challenge themselves to go beyond their current level of ministry experience and not merely repeating what they have done before.
* Ministry hours must be recorded. Please record your Major Ministry Placement hours in the Major Ministry Placement Hours Tracker (included in Online Workbook 1 and uploaded in Online Workbooks 1, 2, 3 and A). You will need to keep the Hours Tracker on your computer or similar device and continue to complete it throughout the year
* Students are expected to fulfil all obligations associated with any ministry role/s they adopt. Participating in meetings, training activities, events and taking on responsibilities appropriate to their gifts, experience and skills is expected
* **YOUR MAJOR MINISTRY PLACEMENT CANNOT BEGIN AND WILL NOT BE RECOGNISED UNTIL THE MAJOR MINISTRY START UP WORKSHOP HAS BEEN COMPETENTLY COMPLETED AND YOUR ASSESSOR HAS GIVEN YOU "PERMISSION TO PROCEED". This is a legal requirement for your protection**.

Your Major Ministry Placement may include the following:
- Being on the planning team for a major event
- Leading a regular small group
- Participating in a leadership team of youth, children's, or worship ministry
- Running a prayer group/outreach activity at school
- Running an after-school club for Primary Students
- Being part of a hospitality or café ministry
- Leading a community care ministry
- Producing a multi-media resource
- Teaching an ESL class.

*These are examples. Major Ministry placements are not limited to the above options. If you are unsure if your choice of Major Ministry Placement is suitable, you may need to discuss this with your Peer Group Supervisor. However, final approval must be given by Veta Youth. Please contact Veta Youth for further details.

Short Term Ministry Placement (Minimum 16 hours)

All students must engage in one Short Term Ministry Placement which contributes a minimum of 16 hours (including any training leading up to the ministry experience and debrief at the conclusion) towards the overall 56 Ministry Placement hours.

This activity must:
- Be of a more intensive nature than Major Ministry
- Run across a minimum of two days including one night
- Take a minimum of **16** hours of active service. Hours spent sleeping cannot be counted as part of the Ministry Placement
- Grow and develop the student and allow reflection on how this ministry fits in with the mission of God
- Involve the student in all aspects of planning, preparation, implementation, and evaluation
- Involve engaging in intentional community, e.g., sharing meals and accommodation
- Utilise a broad range of gifts and skills requiring effort and creativity by the student
  - The student should challenge themselves to go beyond their current level of ministry experience and not merely repeat what they have done before.
- Ministry hours must be recorded. Record your Short Term Ministry Hours in the Short Term Ministry Hours Tracker included in Workbook 1 and then uploaded in Online Workbooks 1, 2, 3 and A)
- Students are expected to fulfil all obligations associated with any ministry role/s they adopt. Participating in meetings, training activities, events and taking on responsibilities appropriate to their gifts, experience and skills is expected
- **YOUR SHORT TERM MINISTRY PLACEMENT CANNOT BEGIN AND WILL NOT BE RECOGNISED UNTIL THE SHORT TERM MINISTRY START UP WORKSHOP HAS BEEN COMPETENTLY COMPLETED AND YOUR ASSESSOR HAS GIVEN YOU "PERMISSION TO PROCEED". This is a legal requirement for your protection**.

Your Short Term Ministry Placement may include the following:
- Leading on a camp
- Participating in beach mission
- Running a holiday program
- Helping on a school camp
- Assisting in the running of a Conference
- Taking a team to an event.

* These are examples. Short Term Ministry Placements are not limited to the above choices. If you are unsure if your choice of Short Term Ministry Placement is suitable, you may need to discuss this with your Peer Group Supervisor. However, final approval must be given by your Assessor. Please contact Veta Youth for further details.

Accountability
- You need to find someone to be your Ministry Placement Supervisor for both your Major and Short Term Ministry Placement. This can be the same person for both or different people for each one.

Their role is explained in the Ministry Supervisor Manual. The Peer Group Supervisor is to offer further explanation if required. The role description and letter of invitation to the Ministry Placement Supervisor is included in the Ministry Supervisor Manual

- For each Ministry Placement, your Ministry Supervisor needs to complete the online Ministry Supervisor Application Form
- This is to be confirmed as a part of your assessable work in Workbook 1
- An authorised person of the organisation, where you are carrying out your Ministry Placement, needs to complete the online Ministry Placement Approval Form
- This is to be confirmed as a part of your assessable work in Workbook 1
- As part of this, you are required to obtain a copy of your Ministry Supervisor's Working with Children Check (or similar, depending on your State), and submit as part of your assessable work in Workbook 1
- You will need to arrange with your Ministry Placement Supervisor to complete the Induction which is included in the Ministry Start Up Forms workshops; Major Ministry Start Up Forms in Workbook 1 and Short Term Ministry Start Up Forms in Workbook 2
- If you would like to approach a Ministry Supervisor and require access to the Ministry Supervisor Manual prior to the beginning of your course, please contact Veta Youth for assistance
- **YOUR MINISTRY PLACEMENTS CANNOT BEGIN AND WILL NOT BE RECOGNISED UNTIL THE MINISTRY START UP WORKSHOP HAS BEEN COMPETENTLY COMPLETED AND YOUR ASSESSOR HAS GIVEN YOU "PERMISSION TO PROCEED". This is a legal requirement for your protection**.

Total Time Commitment
Ministry Placement contributes a minimum of 56 hours total for Veta Morphus students, consisting of the Major Ministry Placement (40 hours) and the Short Term Ministry Placement (16 hours).

For your **Major Ministry Placement** all students must complete:
Major Ministry Placement Plan, Student Hours Tracker, Major Ministry Placement Reflections, Student Hours Log and Mid Year and End of Year Reviews.
For your **Short Term Ministry Placement** all students must complete:
Short Term Ministry Project Plan, Student Hours Tracker, Student Hours Log, and Short Term Ministry Placement Review.

Variances to Ministry Placement Component for Veta Morphus Students
Many students take the opportunity to participate in Mission or Service Projects as a part of their Veta Morphus experience. These can accumulate many hours (sometimes 100+ hours) of ministry time in preparation, training, travel, service and debrief. These types of Ministry Placement experiences obviously satisfy the specific Short Term Ministry Placement requirement of living in community and include an overnight component. In these circumstances, the Ministry Placement can be recognised as the Major Ministry Placement contributing 40 hours to the Ministry Placement total hours. In conjunction with this, a second Ministry Placement which contributes 16 hours to the Ministry Placement hours is required and this should follow the guidelines outlined for the Major Ministry Placement. The contributing hours must be active participation, i.e., cannot include sleep time.

If you choose a variance to Ministry Placement, it must be confirmed and approved by the Peer Group Supervisor in conjunction with Veta Youth. You will need to contact the Veta Youth directly to discuss these changes.

Christian Ministry Theology and Work Placement

Just as Jesus, our Lord and Saviour, came not to be served but to serve, we are to do likewise. And it is important to keep in mind that unlike the values of our society, we don't do good works to gain the praise and reward of others, to feel better about ourselves or even so God would love us more. Christ already loves us so much that he was willing to give everything for us and, in fact, died for us while we were still sinners (Romans 5:8). Our motive for good works is to reflect our Saviour, to discover and demonstrate to ourselves and others what we were created by God for, and to receive the fulfilment in life we were intended to have by our existence.

The Ministry Placement component in Veta is about providing intentional Christian ministry opportunities for students to serve and discover their gifts and God's leadings for their lives through focussed activity. The Ministry Placement isn't about saying, 'Christians need to do good works for their salvation,' and it isn't about just doing community service or social activism for its own end. We come to know God better and grow in our relationship with him through doing God's work together with him. So, part of the Ministry Placement involves the student reflecting theologically about their ministry and its place in the wider context of what other believers are doing.

The Ministry Placement Supervisor is to ensure the student engages in appropriate activity in the relevant Ministry Placement, support the student so they are adequately equipped for the Ministry Placement, oversee their efforts and progress, and facilitate reflections of their ministry efforts and experiences.

PLEASE NOTE: "**Intentional Christian Ministry**" means:
- **Intentional**: Have a clearly articulated purpose and involve focused activity
- **Christian**: Serving the purposes of Christ as revealed in the Bible, as well as being endorsed by your local Christian community
- **Ministry**: Acts of service that demonstrate integrity to the way of Jesus in word and deed, spirit and action.

"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do." Ephesians 2:10

7.9   Assessment

Assessment work will come in the form of Online Workbooks.

7.9.1   Online Learning Workbooks

Students will have access to their four Student Assessment Workbooks online during the year. Workbooks 1 and A will be available in Term 1 once the student's enrolment process is complete. It is the student's responsibility to keep these up to date and bring the laptop, on which they are completing their Workbooks, to all Peer Group meetings. Each Activity in the Workbook must be submitted for assessment after completion. See 'Dates to Remember' for due dates for the submission of all workshops in each Workbook.

Students should also be aware that they will not have access to work submitted after they complete the entire course. Students should download a copy of their work for their own records prior to end of the course if they wish to keep what they have done.

Workbook 2 will be available from the start of Term 2 and Workbook 3 will be available from the start of Term 3, providing the Workbook 1 has been fully competently completed.

7.9.2   Access to the Online Learning and Assessment

The Learning Management System (LMS) that Veta Youth uses for the Student Learning Resources and Assessment Workbooks is Canvas by Instructure.

Access to the Workbooks will be available to students from 21st January 2023, for those who have completed their Online Enrolment Application. Students and parents will each receive an email with their login details and a temporary password. They are required to change their password during their initial access to a password of their choice. It is requirement that the student keeps their password confidential and **does not** allow any other person to access or complete their Assessment work.

The student's login and password provide access to the Learning Materials and Assessment work.

The parent's (or caregiver's) login and password provide access to the student's gradebook/marks, including if a workshop has been submitted and assessed, the content of their submission, their marks and the assessor's comments. It does not provide access to the student's journals. The parent (caregiver) will need to request the student to show them the content if they wish to sight it.

No access will be given to Canvas unless the student has completed the online enrolment form at www.veta.org.au/enrol. If enrolment is completed after the 21st January 2023, it may take up to five working days for the student to be given access to Canvas. **This is not an instantaneous process.**

Please see 6.4 Enrolment Application and Process for details of the online enrolment process.

7.9.3   Further Assessment Information

This course is competency-based training. That is, it is designed to give you appropriate knowledge and skills. Assessment has been developed to measure if you have achieved a series of criteria within core and elective Competencies of the course.

It may take the form of:
- Written Work
- Observation
- Ministry Placements
- Workshops
- Role-Plays
- Oral questions
- Interviews
- Discussion Groups.

You can be assessed on your knowledge of the subject, as well as:
1. How you manage yourself and your tasks
2. Doing it satisfactorily, even if something goes wrong, and
3. How you work with your Peer Group and other people.

Your responses in all assessment work are evidence of your learning progress and form the core essential part of your assessment, so they must be completed fully. **Unlike** many of your other subjects where 90%, 80% or even 70% correct may be acceptable, you will need to be recording answers that demonstrate you are competent in *every* question, otherwise you will not be able to complete that unit and therefore graduate with your Certificate qualification. If you do not answer the question correctly or do not answer the question at all, you will be asked to resubmit the workshop with the questions that were missed or incorrect. The assessor will provide comments to assist you.

You may request different kinds of assessment if you have valid reasons because of disability, culture, language etc.

7.9.4   LLN Test

At enrolment, students are recommended to complete a non-intrusive assessment on their language, literacy and numeracy (LLN) skills. Action is taken to ensure whatever identifiable need the student may have is addressed during their course.

The Evolation Learning Student Handbook has further information regarding language, literacy, and numeracy.

7.9.5   Student Learning Needs

Veta Youth recognises that every student has different learning styles and needs.

When the student completes their enrolment application, they will be asked to upload any medical or other diagnostic assessments, recommendations, and reports to assist us with any reasonable adjustment of the student's learning plan. These must be prepared by Professionals, they or their school may have engaged. It is the student's responsibility to:
1. Obtain a copy of the report(s)
2. Provide the report to Veta Youth for review by either:
    a. Uploading the report into the enrolment application OR
    b. Emailing the report to admin@veta.org.au OR
    c. Posting a copy of the report to Veta Youth, PO Box 1175, Pasadena SA 5041

Please note that **Veta does not request the report from the school**. This must be requested by the student or the parent/care giver and forwarded to Veta Youth.

We recommend that you discuss your Learning Needs with Veta Youth so that possible course accommodations or modifications can be considered. Accommodations or modifications must still ensure that the student is able to demonstrate competence and the currency of that competence to industry standards.

As the student is likely to be already supported within the school environment for their current schoolwork, Veta Youth may request that the student also request support for their Veta Morphus course. Any additional support, or pre-course study, required to ensure that the student is able to meet the performance criteria, will need to be determined prior to the commencement of the course. All costs associated with arrangement and delivery of such support, or pre-course study, will be the responsibility of the student.

If a Professional report does not yet exist, the student may be asked, at their own cost, to obtain a Professional Learning Needs report in order to verify the Learning Needs of the student. A general email from a teacher or parent will not suffice. Please ask Veta Youth if you require further advice or information regarding these requirements.

Veta Youth and Evolation Learning take many measures to understand their students and any LLN issues that student's may experience. We do this to ensure that we can provide effective support to the students throughout their study. With this said, we can only act on the information that is asked of students or provided by students. Should we not receive requested information or are not told about any LLN skills needs, then we are not able to provide the support to the students that we know we can offer. It is important that all students complete the required LLN assessment at the beginning of the course and provide any professional Learning Needs reports and documents of any known lower level of LLN Skills.

7.9.6 Student's Own Work

It is important that students understand that the answers to questions and work that they complete for their workshops must be their own work and contain no material which has been produced by any other person except where due reference is made.

Some questions will direct the students to work as a group with other students. In these circumstances the group responses are acceptable.

Submission of Assessment Work

The course has been designed in such a way that if you ensure that you complete and work on workshops each week according to your Yearly Plan and Bible Reading Plan, you should easily complete all requirements by the advised due dates.
The policy of Veta Youth, in regard to Workbook Submission and Assessment, is as follows:

1. The *Due Date* for all work is scheduled two weeks after the *Completion Date* for the Workbook
2. All work submitted by the *Due Date* will be assessed within the following two weeks
3. All resubmissions and any late submissions are due at the end of this two-week period (four weeks after the *Completion Date*). This is referred to as the *Final Due Date*
4. All Workbooks will be assessed in the two-week period following the *Final Due Date*
5. *Workbook 1 must be fully completed* before access can be gained to Workbook 3
6. A further extension may be granted at Veta Youth's discretion for any student to submit/re-submit work and complete their Workbook/s in this time
7. Fees apply if Workbooks are not submitted by the Final Assessment Date for the course (where students will be required to 'carry over' into the following year or re-enrol to complete the course) (See Section 10.7).

Some helpful thoughts around completion of Workbooks in a timely manner:
- Completing Workbooks by the set dates gives you the best opportunity to complete your Veta course on schedule which means resulting will also be on schedule
- **Students in Year 12 and NSW students in Year 11 must complete work by set dates to allow Veta Youth to complete resulting for inclusion of results in your Senior School Certificates**
- *Veta Youth is 'on-your-side' when it comes to completing Workbooks*. Please speak to your PGS if you have concerns. Sometimes circumstances will mean an extension is warranted (These might include: disruption to meeting schedule, illness, bereavement, learning difficulties, etc.).

Each of the Online Workbook's Workshops must be submitted by the due dates outlined in "Dates to Remember" in the front of the Student Manual.

7.9.8 Equipment Required

Veta uses a learning management system called Canvas to provide the online Workbooks to students. You will need access to the following in both your Peer Group and after hours to complete your online Workbooks.

Devices Warning

We do not recommend devices such as smart phones, iPads or other tablets because some important functions required for the course are not available on these devices. **We cannot accept responsibility for any lost work if you choose to use these devices.** You will be required to redo and resubmit all lost Workshops completed on these devices.

Computer Speed and Processor

You will need access to a **laptop or desktop computer** five years old or newer when possible
1GB of RAM
2GHz processor

Operating Systems

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Supported Browsers

Canvas supports the current and first previous major releases of the following browsers:
- **Chrome** 102 and 103
- **Firefox** 101 and 102 (Extended Releases are not supported*)
- **Edge** 102 and 103
- **Respondus Lockdown Browser** (supporting the latest system requirements)
- **Safari** 14 and 15 (Macintosh only)

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available.
Note: Safari 13.1 contains an update that may cause issues with downloading files and chat alerts in Canvas. Canvas engineers are currently working on a solution for this issue. Until then, you can avoid errors with files and alerts by disabling cross-site tracking prevention in Safari when using Canvas.

JavaScript

JavaScript must be enabled to run Canvas.

Internet Speed

You will need access to the internet in your Peer Group and after hours.
Along with compatibility and web standards, Instructure products have been carefully crafted to accommodate low bandwidth environments.
It is recommended to have a minimum Internet speed of 512kbps.

Screen Readers

For those who require or use screen readers:
JAWS (latest version for Chrome/Firefox on Windows)
NVDA (latest version for Chrome/Firefox on Windows)
VoiceOver (latest version for Safari/Chrome on Macintosh and iOS mobile).

8 SCHOOL AND STATE QUALIFICATION INFORMATION

8.1   New South Wales Students[2]

HSC course requirements
Christian Ministry and Theology (120 indicative hours)

- the possible qualification outcome is 10741NAT - Certificate III in Christian Ministry and Theology

- accredited for a total of (2) two units at the Preliminary and/or HSC level

- attempt all core units of competency (totalling 90 HSC indicative hours) and two elective units of competency (totalling 30 HSC indicative hours)

- complete a minimum of 56 hours of ministry placement (work placement).

The Christian Ministry and Theology HSC VET course counts as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

Using the Certificate III Qualification towards your HSC:
It is your responsibility to ensure that you are correctly enrolled at your school.
If you are planning to use Veta Morphus towards your HSC you need to:
1. **Be enrolled online at www.veta.org.au**
2. **Submit appropriate forms to your school. (See your PGS)**
   Forms should be handed in to your school VET coordinator at the earliest possible convenience
3. All Workbooks and other assessment material must be completed and submitted to your PGS by the date specified in the "Dates to Remember" section of this document. This allows time for the PGS to check you have completed work before sending on to the State Coordinator
4. On completion of the course, your statement of attainment will be sent to your school VET Coordinator.

Further information may be found at: https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/stage-6-vet-board-endorsed-courses/christian-ministry-and-theology

---

[2] Disclaimer: Veta Youth provide this Senior School Certificate information as a service and while every effort is made to provide accurate information, no guarantee is given that the information provided in this Manual is correct, complete, and/or up to date. Please check with your school VET/Pathways coordinator to ensure this information is correct for your situation.

8.2   Queensland Students[3]

Using the 10741NAT - Certificate III in Christian Ministry and Theology Qualification toward your QCE:

On successful completion of the course, students can obtain eight points towards their QCE. Their results will be registered by the RTO with the QCAA and sent to the relevant school VET Coordinator for confirmation. A hard copy of their certificate and record of achievement will be posted to the school or individual.

Credit in the Core category of learning will accrue as the priority. Other exceptions may apply. For more information go to https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/2-qce/2.3-additional-vet-qce-credit-rules section 2.3.

Vocational Education and Training (VET) and the ATAR

Completed Vocational Education and Training (VET) qualifications may be used for tertiary selection in two ways:

- as one of the five inputs into a student's ATAR; and/or
- as a stand-alone basis for tertiary admission.

Further information is available on the QTAC website https://www.qtac.edu.au/

---

[3] Disclaimer: Veta Youth provide this Senior School Certificate information as a service and while every effort is made to provide accurate information, no guarantee is given that the information provided in this Manual is correct, complete, and/or up to date. Please check with your school VET/Pathways coordinator to ensure this information is correct for your situation.

8.3 South Australia Students[4]

Using the 10741NAT - Certificate III in Christian Ministry and Theology, provided through Evolation Learning Pty Ltd - RTO #45219, (Veta Morphus) toward your SACE:
It is your responsibility to ensure that you are correctly enrolled at your school.
1) Talk to your school VET Coordinator and/or SACE Coordinator and give them the information about the course
2) All work and other assessment material must be completed and submitted to Veta Youth by the date specified in the "Dates to Remember" section of this document.

On successful completion of the course, copies of your Record of Achievement and 10741NAT - Certificate III in Christian Ministry and Theology will be emailed to your school VET Coordinator or other nominated person at your school. Your school will enter your results via Schools Online. Your hard copy of your Record of Achievement and 10741NAT - Certificate III in Christian Ministry and Theology will be delivered to you at Graduation or via postal delivery.

SACE Credits
Students will earn five SACE credits for the completion of 35 nominal hours of VET and 10 SACE credits for the completion of 70 nominal hours of VET, up to the maximum credit allocation, for the qualification. Students can count a unit of competency (with a unique code) only once for the purpose of contributing to SACE completion.
[Source: *Information Sheet VET Recognition Register,* SACE Board of SA, 3/2/2021 2.47pm, https://www.sace.sa.edu.au/web/vet/vet-coordinators/vet-recognition-register]

SACE Credit calculation
The 10741NAT - Certificate III in Christian Ministry and Theology is assigned 500 nominal hours. Students earn 10 SACE credits for the completion of 70 nominal hours. (500 ÷ 70 × 10 = 71.43 = 70 SACE credits)
The 10741NAT - Certificate III in Christian Ministry and Theology is recognised at Stage 2 level.

Using the 10741NAT - Certificate III in Christian Ministry and Theology for the ATAR:
The SACE Board have determined that 'Recognised Studies' may contribute to the calculation of the ATAR.
For VET qualifications to count as 'Recognised Studies', VET studies must be completed qualifications at AQF Certificate III level or above and be recognised in the SACE at Stage 2 for at least 10 credits. 'Recognised Studies', including VET, can only count to a maximum of 20 credits in the ATAR.
For VET Certificate III or above to be included as 'Recognised Studies' for Tertiary Entrance calculations, schools must complete a VET Qualification Verification Form, generated in Schools Online, on behalf of the student. Schools then submit this form with evidence of completion to the SACE Board by the VET results cut-off date.

---

[4] Disclaimer: Veta Youth provide this Senior School Certificate information as a service and while every effort is made to provide accurate information, no guarantee is given that the information provided in this Manual is correct, complete, and/or up to date. Please check with your school VET/Pathways coordinator to ensure this information is correct for your situation.

8.4   Tasmania Students[5]

The 10741NAT - Certificate III in Christian Ministry and Theology is listed at minimum of 500 nominal hours at a Certificate III level.

TASC has allocated TCE credit points for 2023 to the core Units of the qualification as per this table.

Code – Core Units	Unit	TCE credit points (at Level 3)
CMTTHE301	Research Christian Scripture and Theology	7
CMTTHE302	Identify theological data	7
CMTTHE303	Present information on a theological theme or issue	7
CMTTHE304	Apply new theological insight	7
CMTMIN301	Apply theological knowledge to contemporary ethical issues	7
CMTMIN302	Communicate theology in everyday language	7

TASC has advised that the point allocation for the core units will not be displayed on our TCE Planner tool, https://www.tasc.tas.gov.au/students/course-planner/ (it will show 0 (zero)) but points will be allocated via their manual system when an RTO reports to them.

Further point allocation for the elective units below may be displayed on the TCE Planner tool.

Code – Elective Units	Unit	TCE credit points (at Level 3)
BSBPEF302	Develop self-awareness	3
BSBPEF201	Support personal wellbeing in the workplace	5

This brings the total credit points allocated for the completion of the 10741NAT – Certificate III in Christian Ministry and Theology towards the TCE to 50.

---

[5] Disclaimer: Veta Youth provide this Senior School Certificate information as a service and while every effort is made to provide accurate information, no guarantee is given that the information provided in this Manual is correct, complete, and/or up to date. Please check with your school VET/Pathways coordinator to ensure this information is correct for your situation.

8.5 Victoria Students[6]

The following credit is available to Victorian secondary students completing the 10741NAT - Certificate III in Christian Ministry and Theology, provided through Evolation Learning Pty Ltd - RTO #45219, (Veta Morphus):

8.5.1 VCE

Credit towards the VCE
Full and satisfactory completion of Veta Morphus may deliver up to a total of 5 VCE units of credit, in accordance with the following:
- Each completed 90 nominal hours of training provides one VCE unit of credit
- Credits are accrued in the following sequence: units 3, 4, 1, 2, 3, 4.

Contribution to ATAR
Veta Morphus may contribute to a student's ATAR score under the following conditions:
- Satisfactory completion of 180 nominal hours of the course modules (see course outline)
- Processing of your results by your school.

The Victorian Tertiary Admissions Centre (VTAC) may award VCE students, who receive a units 3 and 4 sequence through block credit recognition, a fifth or sixth study increment (10 per cent of the lowest study in the primary four-scaled studies) towards their ATAR.

For information on the ATAR, visit VTAC.

8.5.2 VCE Vocational Major

Full and satisfactory completion of Veta Morphus may deliver a total of up to (5) five credits towards a Foundation, Intermediate or Senior VCAL program, in accordance with the following:
- One credit is earned for every 90 nominal hours of completed units of competency
- Duplication issues with other studies or VCE VET programs are taken into account when awarding credit.

Using Certificate III towards your VCE and VCAL:
It is your responsibility to ensure that you are correctly enrolled at your school.

If you are planning to use 10741NAT - Certificate III in Christian Ministry and Theology towards your VCE or VCAL you need to:
1) Submit appropriate forms to your school.
   Forms should be handed in to your school VET coordinator at the earliest possible convenience
2) Enrolments and withdrawals must be completed by the end of April.

Funding

Funding **may** be available from the Victorian Education Department through your school, and is outlined on the website below. Please check the "Rates" table for Band B funding. However, you must apply for and check through your school as early as possible to see if this is available to you.

https://www2.education.vic.gov.au/pal/vocational-education-and-training-vet-delivered-secondary-students/resources

---

[6] Disclaimer: Veta Youth provide this Senior School Certificate information as a service and while every effort is made to provide accurate information, no guarantee is given that the information provided in this Manual is correct, complete, and/or up to date. Please check with your school VET/Pathways coordinator to ensure this information is correct for your situation.

8.6   Western Australian Students[7]

The 10741NAT - Certificate III in Christian Ministry and Theology, provided through Evolation Learning Pty Ltd - RTO #45219, delivered as 'Veta Morphus', is registered as an accredited course with Industry Classification with SCSA*.

WACE Credit
- Upon satisfactory completion, students will gain two units credit for year 11 and four units credit for year 12, through unit Equivalence
- This qualification also meets the Certificate II minimum requirement.

Please discuss with your VET/Pathways coordinator the specific detail of how this qualification will contribute to your WACE program.

Using the Certificate III Qualification toward your WACE

It is your responsibility to ensure that you are correctly enrolled at your school.

1) Talk to your school VET Coordinator and give them the information on the course

2) All workbooks and other assessment material must be completed and submitted by the date specified in the "Dates to Remember" section of this document. This allows time for work to be assessed and resulted in the school year in which you completed your course

3) On completion of the course, your statement of attainment will be sent to your school VET Coordinator.

Special note for Year 12 students: your final results for WACE work are due in at your school in the first week of November, so workbooks will need to be completed in time for assessment.

*The classification of this qualification is included on the Accredited Course Recognition Status List available on the Authority's website https://senior-secondary.scsa.wa.edu.au/vet/wace-recognition-of-vet-accredited-courses

For further VET in WACE information please visit: https://senior-secondary.scsa.wa.edu.au/vet/all-about-vet

---

[7] Disclaimer: Veta Youth provide this Senior School Certificate information as a service and while every effort is made to provide accurate information, no guarantee is given that the information provided in this Manual is correct, complete, and/or up to date. Please check with your school VET/Pathways coordinator to ensure this information is correct for your situation.

9 COURSE FEES

9.1   How much will it cost?

The Veta Morphus cost is $2200^. The actual charge for students may be less and will vary depending on local school or church funding arrangements.

Please contact your school and/or church to find out the actual fee you will be charged. This is important, as your school or church may only be able to provide a subsidy if they are notified as early as possible.

^*Please note that the fees above are for the course completed within the school year. Veta highly recommends that the course be completed within the school year or further fees will be charged as per sections below.*

Be aware that additional fees will be charged in certain situations – see the following sections below.

Students, schools, or churches paying for the student fees can pay by cheque/credit card/bank transfer by the due date of the invoice.

9.2   How will I be invoiced?

9.2.1   Victorian and New South Wales Public School Students

For the above Public School, Students and some Private School Students: In order to take advantage of any subsidies, the invoice will be sent to your school who will then invoice you for the amount less their contribution.

If they do not accept the invoice, then the invoice will be sent to either you or your church depending on the arrangements that have been made with your Peer Group Provider.

It is important that you provide the School Information document to your school, supplied in Appendix B, located at the end of the Student Manual. They will need this information so they can arrange any funding or subsidies for your course. **Please print, complete, and deliver Appendix B to your school VET or Pathways coordinator, Careers Counsellor or similar person,** otherwise you may find that you have to pay for the entire course yourself.

9.2.2   All other Students

For all other students, other than Victorian and New South Wales Public School Students, invoices will be sent to your Peer Group Provider, who will then deduct any applicable subsidies and invoice the student for the difference. The following are the exceptions to this arrangement:
* Where a student, parent or school has advised Veta Youth admin (admin@veta.org.au) prior to invoicing that the student's school or church would like to accept and pay the invoice. In this case the invoice will be made out and emailed as advised
* Where a student is part of an independent Peer Group which is provided directly by Veta Youth, the student/student family will be invoiced directly.

Unless separate arrangements are confirmed by Veta Youth, our course fees must be paid in full prior to the invoice due date or the end of March 2023, whichever is the earliest, otherwise the student will not be able to attend any further Retreats and will not be eligible for the issue of the qualification, even upon completion of the course.

9.3   When will invoices be sent to out?

Invoices will be sent out between the 3rd week in February and the 3rd week in March, following Retreat 1. The due date of the invoice will be the last day of March. By the time the invoice is sent the fees required may be broken down in to two amounts:

    $ 910.00 in retrospect for training and startup costs to the end March
    $1290.00 for the remainder of the year.
    $2200.00 total amount of fees.

At no time will Veta Youth ask for more than $1500.00 in prepaid fees.
Some Peer Groups/Schools may request up to $1500.00 as a deposit for the course prior to the start of the course.

9.4   Some possible ways to reduce your fees?

9.4.1   Advise your school that you are doing the course!

Some schools are able to obtain government, or other, subsidies towards your course if they are advised by the student that they will be completing the course, as early as possible. You can do this by using the School Information document provided in Appendix B at the end of the Student Manual. Please print, complete, and deliver Appendix B to your school VET coordinator, Careers Counsellor or similar person.
NOTE: Victorian students who attend a government run school must do this in order to apply for available subsidies at their school.

9.4.2   Contact your local church or church organisation.

Contact your local church or district church organisation to find out if they have any scholarships or subsidies available that you might be able to apply for. Often they are excited to know that one of their younger church family members is completing a discipleship course and want to support the student in prayer, encouragement and sometimes financially.

9.4.3   Ask family and friends.

Perhaps there are some family and friends who may want to support you in your journey. Ask them personally and don't be offended if they are unwilling or unable to assist. At least they will know you are doing the course and may be able to support you with prayer and encouragement.

9.4.4   Still not able to take part in Veta due to the cost?

If you feel you may not be able to take part in Veta due to the cost, please contact Veta Youth to discuss your situation (Contact details found in section four of this document). The first thing Veta Youth will ask you is if you have tried the previous three ways to reduce your fees, so please make these contacts first prior to contacting Veta Youth.

9.5   What is included in the fee?

The fees for completing Veta represent good value for money with the following included in the course:

- All Online Workbook access, plus
- Access to Student Manuals, plus
- Printed Mentor and Ministry Practice Manuals, plus
- Three Weekend Retreats, plus
- Assessments, plus
- An NIV Study Bible
- Certification and more.

47

9.6   What is not included in the fee?

- Graduation – An extra fee may be charged for those attending graduation. This will vary from state to state and will be communicated by the Veta Youth Coordinator closer to the Graduation date
- Hoodies – For those wishing to purchase a Veta Youth hoodie, access to a website will be provided for their pre-purchasing. Both the price and link to the website purchasing form will be provided in February/March 2023
- Transport to and from Retreats and Peer Groups
- Electronic Equipment and internet required to complete the course.

9.7   Additional Fees

9.7.1   Late Completion of Course

Continuing Students from 1st December 2023 to 31st March 2024
Continuation Fees for 2023 students wishing to complete their online Workbooks after the 1st December 2023 and prior to 31st March 2024 will be as follows:
- For One Workbook $130.00
- For Two Workbooks $190.00
- For Three Workbooks $250.00
- For all Four Workbooks $310.00.

Continuing Students from 1st April 2024 to 31st August 2024
In addition to the fees outlined above, completion of the course between 1st April 2024 to 31st August 2024 will incur a re-enrolment fee of $270.00.

9.7.2   Reassessment of items not completed

Please be aware that in some cases, students may be charged additional fees if incomplete assessment items need to be re-assessed. Where assessment items are submitted a fourth time, the charge will be $30.00 per Workbook.

9.7.3   Reprint of Certificates

Once a student has received their printed certificate(s) and request that the certificates are reprinted due to loss of for any other reason, additional certificates may be issued by contacting Evolation Learning directly. All printing and postage will also be charged to the applicant and administrative charges may apply.

9.7.4　Refund Policy

Please note: In order to be considered for a refund, the student must complete the Withdrawal Form in Section 15.4 and email it to scott@evolation.com.au or admin@veta.org.au

If the course fees were paid to Veta Youth by the student's school, church or other party, the request for a refund will need to come from them in the form of an email.

The table below outlines the amount of refund depending upon the date at which Veta Youth Ltd receives the notice of withdrawal.

Notice of Withdrawal Received by Veta Youth Ltd in 2023	Amount retained by Veta Youth Ltd	Refund based on $2200.00 (*$1850.00) paid
Between 1st January two weeks prior to Retreat One or last day of February, whichever comes first in the student's state	$100.00 #	$2100.00 (*$1750.00)
Less than two weeks prior to Retreat One in the student's state or last day of February, whichever comes first in the student's state	$480.00 #	$1720.00 (*$1370.00)
Between Retreat One and 31 March	$900.00 # (*$800.00)	$1300.00 (*$1050.00)
1 April until two weeks prior to Retreat Two in the student's state	$1700.00 (*$1300.00)	$500.00
Between Retreat Two and two weeks prior to Retreat Three in the student's state	$1870.00 (*$1520.00)	$330.00

* The amount retained where the PGS fee was discounted to the school, the church or other party.

If the fees have not yet been invoiced for or paid at the time of withdrawal from the course, an invoice will be issued for the amount shown in the "Amount retained from fees …" column.

9.7.5　School Reports

From time to time, a student's school may request a report on the student's progress.
1. A basic report of the student's Units of Currencies, in progress, completed or not yet started, will be provided free of charge to the school upon request
2. If a school requests a detailed Attitude and/or Progress report, an additional charge of $100.00 per student will be invoiced to the school for payment. Veta Youth has no control over the oncharging of this fee to the student, by the school, if they choose to do so. The school will be advised that Parents/Guardians/Caregivers have access to their student's completions and workshop comments via access to Canvas, the LMS used by Veta Youth.

10 POLICIES

10.1 Child Safe Policy

Veta Youth are committed to being a safe place for all people, with special consideration for children and other vulnerable people. To this end, Veta Youth prioritises the safety of children in all programs and activities. Our Child Safe Policy and Code of Conduct can be found at https://veta.org.au/pgs-and-students/#policies

10.2 Veta Youth Privacy Policy

Our Privacy Policy can be found on the Veta Morphus website at http://veta.org.au/privacy-policy/.

10.3 Evolation Learning Privacy Policy

The Evolation Learning Pty Ltd Privacy Policy can be found in the Evolation Learning Student Handbook.

10.4 Photographic policy

If you agree to Veta Youth's Photographic Policy, you are authorising Veta Youth to be able to use photographs or video footage of you for the purpose of future advertising and Veta Youth promotion. This means that you may be included in official and unofficial group photographs or video as well as have some individual photographs or video of your participation used for these purposes. We encourage you to select "Yes" to agree to this in your enrolment application form.

However, if you select "No" in your enrolment application form, you will be unable to be included in any official Veta photographs or video. It is your responsibility to make your wishes known to the photographer, Peer Group Supervisor and Veta Youth Coordinator.

11 GETTING STARTED

Your first step is to complete your enrolment application form which can be found online at www.veta.org.au/enrol
As part of the process, you will need to do the following:
1. Complete the online enrolment form, where possible, with a parent/guardian/caregiver present, at www.veta.org.au/enrol
2. You will receive the enrolment declaration form in an email. If you and your parent/guardian/caregiver were not able to electronically sign the form prior to its submission, immediately complete, sign and have your parent/guardian/caregiver sign and return the email **directly** to Veta Youth Ltd as directed by the email. **Do not return the form to your school or Peer Group Supervisor**. It is important that you return the form to Veta Youth as soon as possible
3. Complete the assessment of your LLN skills provided to you
4. Advise your school of your enrolment application with the information found in Appendix C.

We would like you to begin thinking about the following:
1. **Peer Group** - If you don't already have access to a Peer Group, contact Veta Youth. Where a Peer Group is not available in your local area, Veta Youth will work with you to explore options. Should no suitable face to face Peer Group option be found, participation in Veta 2023 may be by online Peer Group. This group might not be confirmed until just prior to the start of the course

2. **Ministry Placement (Work Placement)** - Please read the section of this Manual on the Ministry Placement component of the course. Students are required to complete a Major Ministry and Short Term Ministry Placement. For each area you will need to:
    a. Select a suitable Ministry Placement that will fit the requirements of the course
    b. Find someone who is willing to be your Ministry Placement Supervisor. (For more information on this role refer to Ministry Supervisor Manual)
    c. Discuss this with your PGS and send the invitation letter and application to your potential Ministry Placement Supervisor. Get started early so you are able to complete the required hours
    d. Remember that your Major Placement is normally completed over a minimum six-month period
    e. If you would like to approach a Ministry Supervisor and require access to the Ministry Supervisor Manual and Start Up forms prior to the beginning of your course, please contact Veta Youth for assistance
    f. The Ministry Placement **must not start** until the Start Up forms have been completed and submitted for assessment. If you attempt to complete any hours towards either your Ministry Placement prior to your Start Up forms assessment, those hours will not be counted towards your Ministry Placement work or hours tracking.
3. **Mentoring** - Please read the Manual on the Mentoring component of the course. (For more information on this role refer to the Mentor Manual).
    a. Select a suitable person that will fit the course requirements
    b. Discuss this with your Peer Group Supervisor and send the invitation letter and application to your Mentor. Make sure you have met with your Mentor at least once by the end of your first month in the program
    c. If you would like to approach a Mentor and require access to the Mentor Manual prior to the beginning of your course, please contact the Veta Youth Coordinator for assistance
    d. Your Mentoring Sessions must not start until the Mentoring Start Up forms have been completed and submitted for assessment. If you attempt to complete any hours towards either your Ministry Placement prior to your Start Up forms assessment, those hours will not be counted towards your Ministry Placement work or hours tracking.

Your Mentor and Ministry Placement Supervisors are very important people as you journey through Veta Morphus. Prayer and discussion with your Peer Group Supervisor is important about the people to fill these roles. Please don't be discouraged if people choose not to be involved – and remember that it is your responsibility to find someone else.

Getting these arranged early will help you manage the year better – this will avoid pressure at the end of the course.

Your PGS will arrange a meeting time to start Peer Group. You can commence your Bible Engagement, Mentoring and Christian community participation as soon as the course begins.

Your access to the Online Workbooks will be provided once you have completed the online enrolment form and just prior to your first Peer Group meeting. You will be sent the link, username, and instructions for the next step. There may be a delay of up to five working days between your online enrolment completion and access to the Online Workbooks due to processing.

Please Note: You will not be able to access the Online Workbooks unless you have completed the online enrolment form.

12 COMPLAINTS, GRIEVANCES AND APPEALS

12.1 Complaints Policy

Please read the Complaints section of the Evolation Learning Student Handbook before proceeding with a complaint.

Veta Youth recommends that, before submitting a written complaint, the student should seek verbal clarification of the issue with Veta Youth before proceeding with the complaint. This does not lessen the student's right in any way to make a written complaint.

13 ABSENTEE AND WITHDRAWAL

13.1 Absentee Policy

Satisfactory completion of the Veta Morphus course requires 100% participation in all course activities that make up the 10741NAT - Certificate III in Christian Ministry and Theology. This qualification is provided through Evolation Learning Pty Ltd - RTO #45219.

Students who miss any activities are required to:
- Advise their Peer Group Supervisor as early as possible of their absence
- Provide sufficient reason for their non-participation
- Complete an absentee form
- Complete appropriate activities to make up for any activity missed.

Where sufficient reason is given, Peer Group Supervisors are obliged to assist a student in making up for a maximum of four missed peer group meetings and a maximum of three retreat sessions (a session is a morning, afternoon or evening activity).

Where sufficient reason is not given, or where more than the maximum sessions are missed, the student will be charged for the time required to assist in make-up. The charge will be $25.00 for each session missed.

The trainer/assessor will determine another suitable alternative to make up for missed material.
If more than eight Peer Group meetings or six retreat sessions are missed (20% of the course total), students will be required to meet with their PGS to assess their commitment to the course and determine an appropriate way forward.

13.2 Absentee Form

NB - To be copied and included in your Declaration of Completion in your online Workbook.

Student Name:	Date of absence:

Peer Group Supervisor's Name:

Reason for absence:

Total absences to date:

Please outline the agreed process for makeup of the session:

Due Date:

By signing the following form, the student agrees that:
- The information above is true and correct
- The missed session will be made up for in the agreed manner by the due date.

Student Signature:

By signing the following, the PGS agrees that:
- Sufficient reason was given for the absence
- The agreed make up process sufficiently covers the material covered in the session missed.

PGS Signature:

Date:

13.3 Course Withdrawal

For students withdrawing from the course, a course withdrawal form will need to be completed and emailed to admin@veta.org.au . The withdrawal date will be regarded as the day on which the withdrawal form is received by Veta Youth. As a matter of courtesy, the student should advise their Peer Group Supervisor of the withdrawal.

Veta Youth will then notify Evolation Learning of the withdrawal. The student may be contacted by Evolation Learning or Veta Youth to discuss their withdrawal from the course. These discussions may include the completion of any units for which a Statement of Attainment may be issued.

Please refer to the Refund Policy in the Course Fees section for details of any refund which may be available.

Note: Where it is not possible to obtain the student's signature on this form, the parent/guardian/caregiver, or the Peer Group Supervisor or representative of the school can complete the form in their place.

13.4 Course Withdrawal Form

Student Name:	Date of completion of this form:
Peer Group Supervisor's Name:	
What is the reason for your withdrawal from Veta Morphus? Would you like to be contacted by Veta Youth regarding your withdrawal?	
Which Workbooks have you already submitted for assessment?	
Would you like any of the units you have competently completed in the above Workbooks submitted for accreditation? (A statement of attainment would be issued for these units)	
Student Signature:	
(Office use only) Date Received:	

14 IMPORTANT CONTACTS AND DETAILS

Peer Group Supervisor Name:
Contact Phone:
Email:

Students in my Peer Group:

Name:	Contact Phone:	Email:

Mentor Name:
Contact Phone:
Email:

Ministry Supervisor Name:
Church/Ministry Organisation:
Contact Phone:
Email:

Appendix A   Student agreement

(This is the declaration students sign when completing the Online Enrolment Form)
This is the Student agreement with Veta Youth for you to enrol in and take part in the Veta Morphus program. The remainder of this agreement will refer to this program as Veta. However, Veta Youth refers to the delivery organisation, Veta Youth Ltd and Evolation Learning refers to the provider organisation, Evolation Learning Pty Ltd.
In applying to be part of the Veta course in 2023, I, the student, agrees to:

- Participate fully in the Veta program which includes, but is not limited to:
    o Attending all required activities which includes all three retreats
    o Completing course requirements
    o Investing myself in the learning program.
- Uphold Christian standards and maintain a Christ-like attitude with peers and Peer Group Supervisors throughout the course
- Understand that enrolment is in 10741NAT – Certificate III in Christian Ministry and Theology provided through Evolation Learning Pty Ltd - RTO #45219, with information shared between Veta Youth Ltd and Evolation Learning Pty Ltd
- Abide by the policies and requirements as outlined in the Veta Morphus Student Manual as well as the Evolation Learning Student Handbook
- The Parent/Guardian/Caregiver will be kept informed about their progress and receive correspondence throughout the course by any of the following methods: Access to submission information, grades and notifications as an observer in Canvas, emails, phone calls and posted letters. If the student is 18 years of age or over, they can choose to opt out of this by contacting Veta Youth in writing to admin@veta.org.au
- Accept all policies referred to in the Veta Morphus Student Manual as well as the Evolation Learning Student Handbook.

I declare that:
- It is my responsibility to ensure that I am correctly enrolled at my school in order to:
    o Be able to use the 10741NAT - Certificate III in Christian Ministry and Theology for those taking part in Veta towards my Senior Secondary School Certificate
    o Receive any funding I may be eligible to receive towards my fees.
- I have read the Veta Morphus Student Manual in conjunction with the Evolation Learning Student Handbook and accept the information provided in both of these documents
- I hereby authorise Veta Youth and Evolation Learning staff to use personal information to process my enrolment as described in the Privacy Policy
- Understand that Evolation Learning Pty Ltd qualifications and statements of attainment that I earn shall be publicly verifiable
- I give permission for Evolation Learning or Veta Youth to provide a copy of Testamurs, Statement of Attainments or Record of Results to my school
- The information provided in the enrolment application form is, to the best of my knowledge, accurate in all respects.

Appendix B   Parent agreement

(This is the declaration parents sign when completing the Online Enrolment Form)

This is the Parent/Guardian/Caregiver agreement with Veta Youth for your child to enrol in and take part in the Veta Morphus program. The remainder of this agreement will refer to the program as Veta. However, Veta Youth refers to the delivery organisation, Veta Youth Ltd and Evolation Learning refers to the provider organisation, Evolation Learning Pty Ltd.

I am aware, in signing the enrolment form for my child's participation in Veta, that certain elements of the program could be physically and emotionally demanding. Furthermore, I understand that certain inherent risks and dangers may exist in the activities in which my child will be participating. I acknowledge that while Veta Youth and its leaders will make every reasonable effort to minimise exposure to known risks, all hazards and dangers associated with these activities cannot be foreseen or may be beyond the control of Veta Youth, its leaders, and staff.

- I have read the Veta Morphus Student Manual, as well as the Evolation Learning Student Handbook and accept that my child will be subject to all policies and requirements outlined or referred to in both of these documents

- I give consent for my child to participate in the Veta program including all three Retreats

- I understand that Retreats are a smoke, drug and alcohol-free event and any breaking of these rules will result in immediate dismissal of the student and I will be called upon to come and pick up my child

- I understand that leaders and staff will take appropriate disciplinary action to ensure the safety of all students

- In the event of any illness or accident, I authorise Veta Youth to obtain any medical information appropriate to the student and authorise any medical assistance required as determined by qualified health practitioners. I also accept all medical treatment involved and the responsibility for payment of any expenses thus incurred

- I confirm that the information contained in this application is true and correct

- I understand that the student's enrolment is in 10741NAT - Certificate III in Christian Ministry and Theology provided through Evolation Learning Pty Ltd - RTO #45219, with information shared between Veta Youth Ltd and Evolation Learning Pty Ltd

- I give permission for Evolation Learning or Veta Youth to provide a copy of Testamurs, Statement of Attainments or Record of Results to the student's school

- I agree to inform Veta Youth of any change to the enrolment details.

I understand that Veta Youth will take all responsible care of my child in the course of the program and that Veta Youth, Evolation Learning or its representatives will not be liable in any injury or accident, or for damage or loss of property.

The cost for Veta Morphus in 2023 is $2200.00, or $1850.00 if the Peer Group Supervisor Fee is not applicable. The actual charge for students may be less and will vary depending on funding available from the schools and churches. Please contact your school and/or church to find out the actual fee that will be charged. I understand that my child will not be granted the qualification unless the total course delivery fees are paid, including any additional fees, if applicable.

FORM TO BE COMPLETED BY THE SCHOOL AND RETURNED TO THE STUDENT

10741NAT - CERTIFICATE III IN CHRISTIAN MINISTRY AND THEOLOGY
(VETA MORPHUS)

The document attached to this form contains all of the information that the school needs for:
- Information about the course for student's Subject Selection Handbooks
- Information about the course contribution towards Year 11/Year 12 in your state
- Contact details of Veta staff for further enquiries.

SCHOOL AND STUDENT AGREEMENT.

This qualification is provided through Evolation Learning Pty Ltd - RTO #45219

The Student will RETAIN this section for their own records.

We, the student's school, acknowledge that we have been advised that

_____(Student Name)
intends to enrol/has enrolled in the 10741NAT - Certificate III in Christian Ministry and Theology for 2023 by completing the Veta Morphus program online enrolment application form available from 1st September 2022.

We confirm that Veta Youth Ltd, the course deliverer of this qualification provided through Evolation Learning Pty Ltd - RTO #45219, will be able to invoice our school for the full amount of the course fee of $2200.00 or $1850.00 (if the Peer Group Supervisor fee is not applicable).

We also confirm that the amount we will require the student to contribute to this course fee is $_____.00.

Signature of School representative_____

Name of School representative_____

Name of School_____

Date_____

15 ATTENTION STUDENTS

Students are to provide this document to their school's VET/Pathways Coordinator. Ensure that they sign and return the first page to you to confirm the contribution they will make towards the course. This is to ensure that there is no confusion about the amount to be paid when invoices are presented. If you would like a printable copy of this part of the document alone, please go to https://veta.org.au/pgs-and-students/#info-packs and complete the form to download the course information.

Once this form has been completed and signed by your school representative, please **RETAIN** the form for your records.

If the school is willing to accept the invoice, please ensure that you notify finance@veta.org.au upon enrolment.

16 ATTENTION VET/PATHWAYS COORDINATORS

If this form has been presented to you by the student, it is to advise you that they intend to enrol in Veta Morphus. This document provides you with the details of the course that is delivered through the program.

Please complete the first page of this document and return it to the student. This is to ensure that there is no confusion about the amount to be paid when invoices are presented.

Enrolments for the 2023 course open 1st September 2022.

Victorian Schools – If you require a VET Purchasing Contract, please contact admin@veta.org.au.

17 SUBJECT SELECTION HANDBOOK DESCRIPTION

By enroling in Veta Morphus as a VET subject, you can continue to focus on building your faith, serving your community, and spending time with like-minded friends. No need to stop your life for Year 11 and 12!

Beyond the positive effect on your head space and focus, Veta Morphus counts as one of your year 12 subjects as you complete the 10741NAT - Certificate III in Christian Ministry and Theology. This qualification is provided through Evolation Learning Pty Ltd National RTO #45219.

No one ever said Year 11 and 12 would be easy. But having a mentor, a group of God focused friends and space in your week to nourish your faith really helps. Discover your gifts, ask the hard questions, and develop a deep understanding of the Christian faith while putting it all into practice by getting involved in mission and leadership activities.

18 COURSE NAME AND DETAILS

18.1 Course code and title

10741NAT - Certificate III in Christian Ministry and Theology.
This qualification is provided through Evolation Learning Pty Ltd - RTO #45219

18.2 Overview of course

VET in schools multiplies opportunities for students. It enables students to complete a nationally recognised vocational qualification and contributes towards the senior secondary school certificate applicable in their state.
Veta Morphus is a national Christian leadership program for senior secondary students. It is designed for students who wish to explore and develop in the Christian faith in a practical, hands-on way.

18.3 RTO Details

Evolation Learning Pty Ltd RTO #45219

18.4 Units and nominal hours

Compulsory Units

Code	Unit Name	Nominal Hours
CMTTHE301	Research Christian Scripture and Theology	70
CMTTHE302	Identify theological data	70
CMTTHE303	Present information on a theological theme or issue	70
CMTTHE304	Apply new theological insights	70
CMTMIN301	Apply theological knowledge to contemporary ethical issues	70
CMTMIN302	Communicate theology in everyday language	70

Elective Units

Code	Unit Name	Nominal Hours
BSBPEF302	Develop self-awareness	30
BSBPEF201	Support personal wellbeing in the workplace	50

18.5 Delivery

This course is delivered in a mix of online teaching and assessment materials and intensive retreats. Due to the online content, a local Peer Group Supervisor is provided to facilitate student discussions and provide encouragement and accountability throughout the course. The Peer Group Supervisor is **NOT** the Trainer and Assessor of the course.

18.6 Costs

The price in 2023 will be $2,200.00. [= $0.00 Materials Fee, $2,200.00 Tuition] This included a Peer Group Supervisor fee of $350.00 if applicable. Please see the section on reports for any additional costs, if applicable.

18.7 School Requested Reports

It is not normal practise for Veta Youth to provide reports to schools, however midyear reports can be provided, upon written (email) request from the school, as per the following:
1. A report on Units of Competencies (Completed, In Progress or Not Yet Started) will be provided by Veta Youth, free of charge upon request
2. However, if a detailed Attitude and/or Progress report is required, an additional charge of $100.00 per student will be invoiced to the school for payment.

Note: Parents/Guardians/Caregivers have access to their student's completions and workshop comments via access to Canvas, the LMS used by Veta Youth.

18.8 Course Components

Veta Morphus is made up of six key components, most of which are tailored to suit the needs of the individual student.
¨ Participation in a weekly peer group
¨ Bible reading and journaling
¨ Being mentored
¨ Participating in a Christian community
¨ Participation in retreats (intensives) with other students from their State
¨ Being involved in mission/ministry in their local context.

18.9 Vocational Pathways

For many students completing the 10741NAT - Certificate III in Christian Ministry and Theology is an ideal vocational pathway for paid roles and volunteer roles in Christian Ministry and Theology. This might include students who are considering Christian Ministry and Theology as a future professional vocation. The course is an excellent first step on this pathway. Many students have aspirations to take up vocational roles including Pastor, Youth Worker, Chaplain, Teacher, Counsellor etc. This might also include young people who choose to volunteer in running Youth groups, or who contribute to supporting and delivering Church activities like Children's Ministry or Worship activities.

19 CONTRIBUTION TO THE SENIOR SECONDARY SCHOOL CERTIFICATE IN EACH STATE

19.1 New South Wales HSC

HSC course requirements
Christian Ministry and Theology (120 indicative hours)

- the possible qualification outcome is 10741NAT - Certificate III in Christian Ministry and Theology

- accredited for a total of (2) two units at the Preliminary and/or HSC level

- attempt all core units of competency (totalling 90 HSC indicative hours) and two elective units of competency (totalling 30 HSC indicative hours)

- complete a minimum of 56 hours of ministry placement (work placement).

The Christian Ministry and Theology HSC VET course counts as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

Using the Certificate III Qualification towards your HSC:
It is your responsibility to ensure that you are correctly enrolled at your school.
If you are planning to use Veta Morphus towards your HSC you need to:
1. **Be enrolled online at www.veta.org.au**
2. **Submit appropriate forms to your school. (See your PGS)**
   Forms should be handed in to your school VET coordinator at the earliest possible convenience
3. All Workbooks and other assessment material must be completed and submitted to your PGS by the date specified in the "Dates to Remember" section of this document. This allows time for the PGS to check you have completed work before sending on to the State Coordinator
4. On completion of the course, your statement of attainment will be sent to your school VET Coordinator.

Further information may be found at: https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/stage-6-vet-board-endorsed-courses/christian-ministry-and-theology

19.2 Queensland QCE

Using the 10741NAT - Certificate III in Christian Ministry and Theology Qualification toward your QCE:
On successful completion of the course, students can obtain eight points towards their QCE. Their results will be registered by the RTO with the QCAA and sent to the relevant school VET Coordinator for confirmation. A hard copy of their certificate and record of achievement will be posted to the school or individual.
Credit in the Core category of learning will accrue as the priority. Other exceptions may apply. For more information go to https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/2-qce/2.3-additional-vet-qce-credit-rules section 2.3.

Vocational Education and Training (VET) and the ATAR
Completed Vocational Education and Training (VET) qualifications may be used for tertiary selection in two ways:
- as one of the five inputs into a student's ATAR; and/or
- as a stand-alone basis for tertiary admission.

Further information is available on the QTAC website https://www.qtac.edu.au/

19.3 South Australia SACE

Using the 10741NAT - Certificate III in Christian Ministry and Theology, provided through Evolation Learning Pty Ltd - RTO #45219, (Veta Morphus) toward your SACE:
It is your responsibility to ensure that you are correctly enrolled at your school.
1) Talk to your school VET Coordinator and/or SACE Coordinator and give them the information about the course
2) All work and other assessment material must be completed and submitted to Veta Youth by the date specified in the "Dates to Remember" section of this document.

On successful completion of the course, copies of your Record of Achievement and 10741NAT - Certificate III in Christian Ministry and Theology will be emailed to your school VET Coordinator or other nominated person at your school. Your school will enter your results via Schools Online. Your hard copy of your Record of Achievement and 10741NAT - Certificate III in Christian Ministry and Theology will be delivered to you at Graduation or via postal delivery.

SACE Credits
Students will earn five SACE credits for the completion of 35 nominal hours of VET and 10 SACE credits for the completion of 70 nominal hours of VET, up to the maximum credit allocation, for the qualification. Students can count a unit of competency (with a unique code) only once for the purpose of contributing to SACE completion.
[Source: *Information Sheet VET Recognition Register,* SACE Board of SA, 3/2/2021 2.47pm, https://www.sace.sa.edu.au/web/vet/vet-coordinators/vet-recognition-register]

SACE Credit calculation
The 10741NAT - Certificate III in Christian Ministry and Theology is assigned 500 nominal hours.
Students earn 10 SACE credits for the completion of 70 nominal hours. ($500 \div 70 \times 10 = 71.43 = 70$ SACE credits)
The 10741NAT - Certificate III in Christian Ministry and Theology is recognised at Stage 2 level.

Using the 10741NAT - Certificate III in Christian Ministry and Theology for the ATAR:
The SACE Board have determined that 'Recognised Studies' may contribute to the calculation of the ATAR.
For VET qualifications to count as 'Recognised Studies', VET studies must be completed qualifications at AQF Certificate III level or above and be recognised in the SACE at Stage 2 for at least 10 credits.
'Recognised Studies', including VET, can only count to a maximum of 20 credits in the ATAR.
For VET Certificate III or above to be included as 'Recognised Studies' for Tertiary Entrance calculations, schools must complete a VET Qualification Verification Form, generated in Schools Online, on behalf of the student. Schools then submit this form with evidence of completion to the SACE Board by the VET results cut-off date.

19.4 Tasmania TCE

The 10741NAT - Certificate III in Christian Ministry and Theology is listed at minimum of 500 nominal hours at a Certificate III level.

TASC has allocated TCE credit points for 2023 to the core Units of the qualification as per this table.

Code – Core Units	Unit	TCE credit points (at Level 3)
CMTTHE301	Research Christian Scripture and Theology	7
CMTTHE302	Identify theological data	7
CMTTHE303	Present information on a theological theme or issue	7
CMTTHE304	Apply new theological insight	7
CMTMIN301	Apply theological knowledge to contemporary ethical issues	7
CMTMIN302	Communicate theology in everyday language	7

TASC has advised that the point allocation for the core units will not be displayed on our TCE Planner tool, https://www.tasc.tas.gov.au/students/course-planner/ (it will show 0 (zero)) but points will be allocated via their manual system when an RTO reports to them.

Further point allocation for the elective units below may be displayed on the TCE Planner tool.

Code – Elective Units	Unit	TCE credit points (at Level 3)
BSBPEF302	Develop self-awareness	3
BSBPEF201	Support personal wellbeing in the workplace	5

This brings the total credit points allocated for the completion of the 10741NAT – Certificate III in Christian Ministry and Theology towards the TCE to 50.

19.5 Victoria VCE and VCE Vocational Major

The following credit is available to Victorian secondary students completing the 10741NAT - Certificate III in Christian Ministry and Theology, provided through Evolation Learning Pty Ltd - RTO #45219, (Veta Morphus):

19.5.1 VCE

Credit towards the VCE
Full and satisfactory completion of Veta Morphus may deliver up to a total of 5 VCE units of credit, in accordance with the following:
- Each completed 90 nominal hours of training provides one VCE unit of credit
- Credits are accrued in the following sequence: units 3, 4, 1, 2, 3, 4.

Contribution to ATAR
Veta Morphus may contribute to a student's ATAR score under the following conditions:
- Satisfactory completion of 180 nominal hours of the course modules (see course outline)
- Processing of your results by your school.

The Victorian Tertiary Admissions Centre (VTAC) may award VCE students, who receive a units 3 and 4 sequence through block credit recognition, a fifth or sixth study increment (10 per cent of the lowest study in the primary four-scaled studies) towards their ATAR.

For information on the ATAR, visit VTAC.

19.5.2 VCE Vocational Major

Full and satisfactory completion of Veta Morphus may deliver a total of up to (5) five credits towards a Foundation, Intermediate or Senior VCAL program, in accordance with the following:

- One credit is earned for every 90 nominal hours of completed units of competency
- Duplication issues with other studies or VCE VET programs are taken into account when awarding credit.

Using Certificate III towards your VCE and VCAL:
It is your responsibility to ensure that you are correctly enrolled at your school.

If you are planning to use 10741NAT - Certificate III in Christian Ministry and Theology towards your VCE or VCAL you need to:

2) Submit appropriate forms to your school.
   Forms should be handed in to your school VET coordinator at the earliest possible convenience
3) Enrolments and withdrawals must be completed by the end of April.

Funding

Funding **may** be available from the Victorian Education Department through your school, and is outlined on the website below. Please check the "Rates" table for Band B funding. However, you must apply for and check through your school as early as possible to see if this is available to you.

https://www2.education.vic.gov.au/pal/vocational-education-and-training-vet-delivered-secondary-students/resources

19.6 Western Australia WACE

The 10741NAT - Certificate III in Christian Ministry and Theology, provided through Evolation Learning Pty Ltd - RTO #45219, delivered as 'Veta Morphus', is registered as an accredited course with Industry Classification with SCSA*.

WACE Credit
- Upon satisfactory completion, students will gain two units credit for year 11 and four units credit for year 12, through unit Equivalence
- This qualification also meets the Certificate II minimum requirement.

Please discuss with your VET/Pathways coordinator the specific detail of how this qualification will contribute to your WACE program.

Using the Certificate III Qualification toward your WACE
It is your responsibility to ensure that you are correctly enrolled at your school.

4) Talk to your school VET Coordinator and give them the information on the course

5) All workbooks and other assessment material must be completed and submitted by the date specified in the "Dates to Remember" section of this document. This allows time for work to be assessed and resulted in the school year in which you completed your course

6) On completion of the course, your statement of attainment will be sent to your school VET Coordinator.

Special note for Year 12 students: your final results for WACE work are due in at your school in the first week of November, so workbooks will need to be completed in time for assessment.

*The classification of this qualification is included on the Accredited Course Recognition Status List available on the Authority's website https://senior-secondary.scsa.wa.edu.au/vet/wace-recognition-of-vet-accredited-courses

For further VET in WACE information please visit: https://senior-secondary.scsa.wa.edu.au/vet/all-about-vet

20 VETA CONTACT DETAILS

If you have any questions regarding this training or the information on this form, please contact:
E: admin@veta.org.au
P: 1800 570 622

Visit www.veta.org.au for more information.