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Welcome

Congratulations on being accepted into the Elim Leadership College.

We trust that your time with us will be a special time of getting to know God more intimately and of being better equipped and trained for His service.

This handbook covers many important topics, including our vision, values, statement of faith, student rules and regulations, complaint procedures, as well as College services and academic information.

We ask all students to read the handbook carefully and signoff an acknowledgement form that you understand and accept the content in the handbook. Please feel free to ask any questions of the Program Lead.

We are here to help you grow and succeed as a member of the College family!

Regards

Hayley Barrett
Principal

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

2 Timothy 2:15 - TNIV



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1 Introduction

1.1 *Our Mission*

To train, and equip leaders who will reach, serve and influence the world for Christ.

1.2 *Our Statement of Faith*

We believe:

The Bible is the inspired Word of God.

The Godhead exists in an eternal trinity of Father, Son and Holy Spirit.

The Church is made up of all persons who have been regenerated by the Holy Spirit and made new creations in Jesus Christ.

That all have sinned and fall short of the glory of God, and that through the death and risen power of Christ, all who believe and confess Jesus as Lord can be saved from the penalty and power of sin.

That our Lord is the baptiser in the Holy Spirit, and that this baptism with signs following is promised to every believer.

That Jesus will return again for His Church.

Believers in Jesus Christ will produce the fruits of His Spirit (Galatians 5:22-23).

The Church should claim and manifest the nine gifts of the Holy Spirit (1 Corinthians 12:8-10)

God has given some apostles, some prophets, some evangelists, some pastors and some teachers, for the perfecting of the saints, for the work of ministry, and for the edification of the body of Christ (Ephesians 4:11-12).

Marriage is the legal, moral and spiritual union of one man and one woman to the exclusion of all others, voluntarily entered into for life. God intended marriage to be a partnership of mutual love, respect and honour, and that it is the biblical context for God's gift of sexual intimacy. Marriage between one man and one woman is the ideal and God-intended context in which to conceive and raise children. (Genesis 2:24).

The Minister must live a life which displays adherence to the teachings of the Bible and Elim's statement of faith. The minister must live a life worthy of our Lord Jesus Christ by living in accordance with standards of biblical morality and Christ-like character, and by seeking to grow in the knowledge of God. The standards of biblical morality dictate that a minister must not engage in sexual immorality, including sexual relationships outside of the marriage relationship, or homosexuality. A minister must not be a thief, a coveter, a drunkard, a person who secures money or favours by intimidation or the misuse of authority, or a worshipper of idols. A minister must not marry persons other than a heterosexual couple. (Colossians 1:10, 1 Corinthians 6:9-10).

In the resurrection of the dead, the eternal happiness of all true believers in Christ and the eternal punishment of all Christ rejecters.

We believe in the following ordinances:

- Partaking in the Lord's Supper, in memory of our Lord's death and imminent return.

- Baptism by immersion for believers.
- The laying on of hands.
- The anointing of the sick with oil.

1.3 *Statement of Educational Activities*

The Elim Leadership College exists to provide training of excellence in Christian ministry, particularly for those who are likely to assume full time positions in churches in the future. It has accreditation for the following delivery sites:

- 198 Mahia Road, Manurewa
- 159 Botany Road, Howick

The training delivered comprises the following programmes:

- Certificate in Christian Ministry (Internship), Level 4 – 120 credits
- Diploma in Christian Studies (Christian Leadership), Level 5 – 120 credits
- Diploma in Christian Studies (Christian Leadership), Level 6 – 120 credits

All of the above are internship programmes and are taught online with at least three classroom based block courses of one week each per year.

Local supervision and personal mentoring play a key role in all programmes.

All programmes have input from the following stakeholders – students, lecturers, faculty, Elim Christian College Pastors, Elim National Leadership team and the Governance Board. The College is open to developing and fostering synergistic relationships with other training providers, churches, agencies and accrediting institutions.

The College accepts enrolments from International Students and is a signatory to The Education (Pastoral Care of International Students) Code.

1.4 *Treaty of Waitangi Policy and Procedures*

The Elim Leadership College is aware of Te Tiriti o Waitangi in its operations. The College addresses the principles of the Treaty through the implementation of the practices below:

- **Ako** – the concept that recognises the knowledge that both teachers and learners bring to learning interactions. This is fostered through the learning experience and evidenced by student feedback and supervisor reports.
- **Whānaungatanga** – the concept of maintaining and fostering relationships that emphasise the importance of togetherness and the co-operative nature of learning. Block courses are the cornerstone of fostering relationships as students meet and live together for 5 days three times a year.
- **Tuakana-teina** – the concept of mentoring relationships to support learning. Each student has regular meetings with a mentor and supervisor in the workplace (internship). The student is also connected to the local pastor who is a role model, and other relationships in the workplace support peer learning.
- **Kanohi ki te kanohi** – face to face teaching. Students are able to book face to face appointments with their student support person at Block Courses.
- **Cultural Awareness** – ELC desires to encourage cross cultural awareness including understanding of Māori cultural values, beliefs and practices.
- **Education** – Students are able to submit assessments in Te Reo (see 8.3)

1.5 *Ownership*

Elim Leadership College is wholly owned by Auckland East City Elim Church Trust. The Auckland East City Elim Church Trust is a registered Charitable Trust under the Charitable Trusts Act 1957.

The Trust also owns the assets and intellectual property of the Elim Christian Centre, a self-governing fellowship under the oversight of its pastor and elders, which is affiliated with and responsible to the Elim Churches of New Zealand. The College is an operating campus of the Elim Christian Centre.

2 Student Rules and Regulations

2.1 Student Behaviour

2.1.1 Code of Behaviour

As students of ELC you are ambassadors for, and representatives of the College. Consequently we require the following commitment from our enrolled students:

- To love the Lord with all your heart, soul, mind, and strength.
- To daily seek Him and His will for your life, demonstrating dependence on the Holy Spirit and a passion for the lost.
- To pursue excellence in class activities, practical work and ministry opportunities.
- To cultivate positive social relationships, loving your neighbour as yourself and respecting diversity in the body of Christ.
- To respect the rights and property of others.
- To dress in an appropriate manner.
- To abstain from all immoral and illegal acts, avoiding “every kind of evil”.
- To abide by College standards for attendance, punctuality and timeliness. To be punctual in attendance for online lectures and practical ministry requirements identified in the ministry plan.
- To maintain purity in relationships.
- Students in the internship programme are expected to willingly submit to the student supervisor’s direction pertaining to their course requirements. Failure to meet this requirement may result in a review of their continuation in the internship programme.

2.1.2 Attendance

Timetables clearly define class times. Students are required to be in attendance for all their online classes.

- All students are expected to attend their local Church regularly (normally at least once a week).
- Block courses – all students are expected to attend three, live-in block courses in Auckland.
- Elim Conference – all students are expected to attend and may be required to serve at, the Elim National ONE Conference held in the term 3 school holidays each year.

2.1.3 Absences

- If a student is absent unexpectedly, the College must be notified as soon as possible. Absence will be accepted for exceptional circumstances such as: sickness, bereavement, accident, and other serious situations.
- If a student misses a lecture due to illness or other reason, they are required to watch the recording that same week and inform their Student Support person that they have completed this.
- Unexpected absences must be notified by the time the student is expected in class or as soon as possible after that.
- Students will not be exempted from class for personal matters such as banking or driving license tests. When arranging personal appointments such as the dentist or doctors, students should request times that do not clash with their study and internship commitments.
- New Zealand Domestic students on Allowances who have absences of greater than 5 consecutive days without valid reason will be notified to Study Link.

2.1.3.1 *International Student Absences*

- International students are required to attend the programme at all times unless there are genuine reasons for absences.
- Valid reasons for absences must be provided and supported by evidence.
- Supervisors must inform ELC if the International student has been absent from their practical internship.
- Attendance will be closely monitored and recorded in the Student Management System.
- Failure to meet the attendance requirement may result in the students' withdrawal from the programme of study and subsequent notification to Immigration NZ.
- Academic progress will be monitored by ELC and unsatisfactory progress where there are no extenuating circumstances will result in:
 - A verbal conversation with the student
 - Discussions with the supervisor and appropriate local church personnel if required
 - A first written warning issued by ELC
 - A final letter of warning if after a period of time (usually 14 days) the poor attendance/attainment persists
 - Termination of enrolment procedures
 - The withdrawal of the student from the programme of study and notification to Immigration NZ by ELC.

2.1.4 **Block Courses**

As part of the learning process for all programmes, there are three 5 day, live-in Block Courses held in Auckland each year.

These are usually timetabled for February, May/June and August with the dates published in December previous to the year of study.

Students arrange their own transport to and from Block, although ELC will organise collection from Auckland Domestic Airport. Transport costs, and accommodation outside the Block course dates, are the responsibility of the student.

All meals and accommodation during Block course are provided.

Block courses are an important opportunity for students to network, gain support from each other and meet with ELC staff. Lectures often include other forms of learning such as brainstorming and group discussion work. There is also time allocated for worship and spiritual ministry.

Prior to each block course more information will be given to students.

2.1.5 **Church Involvement**

It is a requirement that all students will be **vitaly** involved in their local church life by actively participating in the church fellowship of which they are members. Students are also asked to remain committed to one church for the duration of their studies.

2.1.6 Request for Notification of Change of Contact Details

The College strives to maintain correct contact details for all students at all times in order to facilitate good and timely communication. It is important that you notify us promptly if there are any changes to your contact details.

Please update any changes via the Wisenet Learner App.

2.2 Academic Requirements

2.2.1 Learner Management System

The College uses a Web based learner management system called Moodle. The learner management system enables your assessments to be delivered electronically for the courses in which you are enrolled, as well as giving access to hand-outs and PowerPoint presentations. You will have a unique login and password to enable you to gain access to the courses and assessments relevant to your studies.

2.2.2 Regulations

All assessments must be completed in accordance with Course Requirements.

- All assessments must be completed by the due date which is advised at the start of each course.
- Students are advised that when quoting from a source, the student must acknowledge the source in their assessments. Plagiarism will not be accepted. See Section 2.2.3 Plagiarism.
- Assessments are to be completed to the approved format. See Section 7 Assessments(full handbook)
- Students may be excluded from lectures until assessments have been submitted
- Any request for an extension must be made before the due date and requires an adequate reason for non-completion by the due date. Reasons such as bereavement, sickness, hospitalisation, accident, exceptional stress or exceptional relationship difficulties will be considered.
- Late work will automatically be down-graded. This may affect your final grade as stated on a transcript. If an adequate explanation is given to the lecturer before the assessment is due, the penalty may not necessarily be applied.

2.2.3 Plagiarism

Plagiarism is presenting someone else's work or ideas as if they were your own without clear acknowledgement of the actual source. Cheating and plagiarism attack the basis for academic credibility and Christian behaviour. They are inconsistent with Christian values of honesty and truthfulness. Academic dishonesty includes:

- Copying the work of another student
- Directly copying part or the whole of the work of others (including web pages, and written or electronic text)
- Allowing others to copy part or the whole of your academic work.
- Summarising another person's work

While students may choose to collaborate on the research for an assignment, the final document submitted for that assignment must be the student's own work.

A student violating this principle of intellectual responsibility will receive a zero percent mark for that assignment. In many cases this may result in them not being able to pass the course involved. They may also face disciplinary action, including possible suspension from the College.

2.3 Campus Services

2.3.1 Student ID Card

- Once the enrolment process has been completed, and the student has completed the first eight days at College, a Student Identity Card (ID) will be issued. This card confirms you are attending Elim Leadership College and is useful for accessing student services, discounts etc. around the city.
- You need to supply a photo for this purpose as per your application. The identification card is valid only for your period of enrolment in the College and only for full-time students.
- If a student withdraws they must return their identity card to the College.

2.3.2 Bring Your Own Device (BYOD)

Elim Leadership College is preparing its students to become global, digital citizens for the 21st Century. As digital citizens, students will need to use technology confidently and safely, in a way that supports modern learning and prepares them for future careers.

All students are expected to have a personal IT device. No printed student workbooks are provided by the College, however all workbooks are provided online.

Students are free to make their own choice regarding purchase, insurance, and maintenance of their personal IT devices.

The security of the device is the student's responsibility. Elim Leadership College is not liable for loss, damage or theft. The device should be kept with the student.

2.3.3 Use of Electronic Media

The internet or any other media is not to be used inappropriately.

- Students are not permitted to engage in any activity such as displaying images or sending messages that may offend or harass another person.
- Students are not permitted to create, send or share material that may bring the College or a member of its community, into disrepute.
- Students may not access or make attempts to access material that is objectionable or illegal such as pornography, or engage in activities deemed illegal by New Zealand or International law such as Fraud, Electronic Crime (Hacking, Spamming, and Identity Theft) or Harassment.
- Students must not download any files such as music and videos unless they are sure that this complies with the Copyright Act 1994. Anyone who infringes copyright may be personally liable under this law.

Any inappropriate use may be subject to disciplinary action by the College.

For further information on cyber security refer to: www.netsafe.org.nz

NetSafe is an independent New Zealand non-profit organization that promotes confident, safe, and responsible use of Cyberspace.

2.4 Student Loans and Allowances

To qualify for a Student Allowance, you must be a full time student on an NZQA recognised programme and either a NZ Citizen or a Permanent Resident who has lived in New Zealand at least 24 months. See the Studylink website for more details. <https://www.studylink.govt.nz/>

Student Allowances are only granted to students who maintain their attendance in the course nominated. Non-attendance may result in the Allowance being cancelled. Failure to pass your programme of study may result in cancellation of your entitlement to an Allowance for a period of five years.

2.5 Feesfree

- From 1 January 2018, tertiary education is fees-free for **eligible first time** tertiary students

Eligibility - Programme

- The programme students are enrolling in must be:
 - at NZQF level 3 or above, and
 - approved by TEC for funding, and
 - recognised by NZQA or Universities NZ, and
 - at least 120 credits (for industry training only)

Eligibility – Student

- Students must:
 - be a New Zealand citizen, or be an Australian or New Zealand resident who has lived in New Zealand for at least three years, and
 - not be enrolled in school when their qualification starts, and
 - have either, been enrolled at school in 2017 or 2018, or
 - not have undertaken previous study or training of more than 60 credits, except while they were at school, and
 - be enrolling in an eligible qualification

Process

- Students can ascertain their own eligibility by inserting their NSN www.feesfree.govt.nz
- The Registrar at ELC can assist students who are unsure of their NSN number
- If the result is 'Unsure' the student can complete a statutory declaration and TEC will review their eligibility status and advise the student
- If a student with fees-free status enrolls and then subsequently withdraws from the programme, this is likely to affect their eligibility for fees-free in the future

3 Student Support

3.1 Pastoral Care

Students should make use of their personal and local church support structures as their primary source of pastoral care and ministry support. The College's main responsibility to students is to provide support and guidance for the administrative and academic aspects of their study.

During the first week of a course, the College provides an online orientation for all new students.

Programme support staff will respond to student enquiries within 24 hours except on Sundays.

All students will be contacted by their programme support staff member at least once a term either in person or by phone to monitor the student's welfare and to discuss any issues.

Student progress and welfare will be formally evaluated once a term, and as a result of this evaluation any identified need of support or guidance will be met.

In the event of a major incident for example a life threatening situation that occurs during course hours, ELC will co-ordinate with the local church who will communicate directly with the family.

3.2 Academic Support

Each programme has a designated support person who are available throughout the course to give guidance and direction for assessment completion.

Students may email course lecturers to discuss issues arising from course content. Email contacts will be available through Moodle.

The College will provide tutorials when there is sufficient student need.

Students are also able to book face to face time with their student support person at the Block Courses.

3.3 International Student Support

ELC is a signatory to The Education (Pastoral Care of International Students) Code. Pastoral care and academic support is available using the same processes set out for all students.

In addition, ELC have a support person available 24/7 for the international student. This person will be allocated at the time of the student enrolment being completed and the Offer of Place being accepted. In most cases the pastoral care support will be provided by the supervisor and mentor in the student's local place of ministry.

Additionally, international students are contacted personally by a member of the College's support staff at least once a month. Students are also able to book face to face time with their student support person at the Block Courses 3 x a year.

If academic support is required please inform the supervisor and student support person. Students have the opportunity to gain further understanding as all lectures are recorded. There are also many translating applications available.

4 Complaints and Grievances

This section is provided to enable both students and staff to clearly understand the nature of what constitutes unacceptable behaviour in the College. These standards of behaviour reflect the high calling of the work of Christian ministry, whether as a learner or a teacher.

4.1 General Policies

The following policies broadly apply to the handling of complaints from either students or staff against either other students or staff.

The College will always seek, in the first instance, to have reconciliation as a guiding principle in all matters of complaint and grievance.

The complainant will be given a full, impartial and timely hearing by an appropriately authorised staff member, usually the CEO. For allegations of a more serious nature, the Program Lead or other appropriate senior College personnel would also be involved.

The complainant will also be given a full, impartial and timely hearing by the same College staff in order for the subject to answer any allegations.

The complainant may bring a whanau support person to any meetings with College staff or nominate and bring an advocate.

The complainant will be given adequate and appropriate notice of any formal meeting that they are required to attend in order to allow adequate preparation time, and also to allow them to arrange a support person if desired.

College staff will carry out a thorough investigation of the circumstances and facts surrounding the complaint, and these findings will be fully documented.

Minor complaints may either be resolved through discussion, or dismissed verbally if there is no substantiating evidence to support the allegations.

For serious complaints, the subject will be informed in writing of the outcomes of any investigation, and be appropriately warned. For students, this would include a warning of suspension or possible expulsion from the College.

4.2 Complaints Procedures (ELC)

4.2.1 General Procedures

The complainant will speak with the CEO in the first instance to state their grievance. The CEO may decide immediately to involve a second staff member if the allegation is of a very serious nature as defined in the policy section of this manual.

For allegations of a very serious nature, the CEO and local church Senior Minister are to be informed.

The College staff will then advise the subject of the complaint of the nature and details of the allegation, and the name of the complainant. The subject must be given adequate and appropriate notice of any further, formal meeting that they are required to attend in order to allow adequate preparation time, and also to allow them to arrange a support person if desired.

The College staff will then hear the subject's full and considered response to the allegations.

The College staff will then carry out a thorough investigation of the circumstances and facts surrounding the complaint, and these findings will be fully documented.

Further meetings to review these findings may be required with either the complainant or the subject of the complaint, or both. All key points from these meetings are to be documented by the College staff.

Following the logical end of this round of meetings, and after all the relevant facts have been gathered, the CEO will make a decision based on one of three courses of action as follows:

No Basis for the Complaint

If the CEO deems that the allegation is without substance and baseless, then the complaint will be dismissed verbally, and no further action will be taken.

4.3 Complaints Procedure (external NZQA)

4.3.1 Overview

Anyone can make a formal complaint to the New Zealand Qualifications Authority (NZQA) about a provider if they have grounds for complaint (as noted below). Complainants can include students, staff members, parents, other providers and other members of the public.

You can complain to NZQA if

- you have attempted to follow the complaints procedure of the provider concerned but the complaint has not been resolved to your satisfaction. (This condition will be waived if you are not eligible to file a complaint under the provider's policy, e.g. if the provider does not have a procedure for dealing with complaints from the general public.)

or

- something has happened that you think is serious enough to come straight to NZQA about, such as a situation where students may be harmed physically or emotionally

and

- the event that you are complaining about took place within the last six months.

4.3.2 Grounds for Complaints to NZQA

Complaints can be about a number of things relating to the provider, such as:

- course information, publicity or advertising material

- entry and selection procedures
- enrolment procedures
- information or procedures for financial matters
- staff qualifications or skills
- student support and guidance
- programme content
- programme delivery
- programme structure
- equipment and teaching resources
- assessment information and processes
- management practices.

4.3.3 NZQA Processing of Complaints

If investigation by NZQA shows that the provider's policies and procedures have not been followed or that they were not applied fairly, you can use the information from the investigation to try to reach a solution with the provider. If that is not possible, you can try other avenues, such as the Disputes Tribunal, Commerce Commission or the courts.

NZQA does not get directly involved in negotiations between you and the provider for issues such as refunds or other forms of compensation. However, NZQA can require that the provider take certain actions if they wish to remain a registered private training establishment.

For full details on the complete process of complaints to NZQA, students are referred to the following resource on the [NZQA website](#)

4.3.4 International Student Complaints

International Students **must** follow the same procedure outlined in section 4.3.1.

If, after having followed the procedure outlined in section 4.3.1, a resolution is not achieved, additional resources are available to the student.

The NZ Government has established an independent disputes resolution scheme and more information is available on their website:

<http://www.istudent.org.nz/about-istudent-complaints>

5 General Policies

5.1 Entry Policies

- The College will provide publicity information that clearly indicates the nature of the course, the costs, and entry information.
- The College will maintain a non-discriminatory, open entry policy on race, gender and age. Some students may be declined an offer of placement based on specified criteria detailed below.
- The entry criteria will satisfy the requirements of the New Zealand Qualifications Authority, the Ministry of Education and the Immigration Service.
- The College will have entry criteria that ensure students who are accepted on the course have a reasonable likelihood of success.
- The College will ensure that the expectations and standards of student progress and behaviour are clearly stated and available to students.
- Application must be supported by the/a pastor of a local church.

5.2 Entry Criteria

5.2.1 Entry Criteria for all Programmes

Applicants for Certificate level Leadership programmes must be 18 years of age or over. However, exceptions may be made for 17 year old applicants in special cases at the discretion of and by the mutual agreement of both the CEO and one other senior staff. In such cases, the joint assessment must be that the candidate has the general maturity and self-confidence to handle the demands of the course.

Applicants for specialised programmes targeted at younger learners (such as a GAP course) may be 17 years.

Applicants for all programmes of 60 credits or more must sign the Policy Acknowledgement Form before acceptance.

Applicants must have a satisfactory level of English communication. Where this is in doubt, students will need to pass a Standard English test. The minimum level required is IELTS 5.5 or equivalent for the level 4 and 5 programmes; Certificate or Diploma in Christian Studies (Level 5) and IELTS 6.0 or equivalent for the Diploma in Christian Studies (Level 6).

Enrolment for the Elim Leadership programmes may be declined for any of the following reasons. These criteria for refusing entry are based on the consideration that the programme of study may lead to employment in positions of trust and leadership within churches, often involving working with emotionally vulnerable people. For this reason, great care is taken to ensure an appropriate standard of person is selected for training.

- If there has been drug / alcohol abuse in the applicant's recent history for which applicant has no reasonable explanation, or intention of, discontinuing this behaviour.
- If the applicant is living with his / her partner outside of marriage.
- If the applicant has a criminal or serious psychiatric record and / or presents a possible threat to themselves or to the other students or staff.
- If the applicant's academic history is so poor that the likelihood of academic success is too slim.
- If the applicant has not demonstrated any church commitment.
- If the criteria for international students is not met as set out on the website.

- If the referee reports, or subsequent prospective student interview, reveals areas of the applicant's conduct or doctrinal position which are in direct conflict with the key values of the College, the key articles in the Statement of Faith, or the overall Christian nature of the College.

5.3 Equal Educational Opportunities Policy

The College acknowledges and supports the rights of physically disabled personnel to attain Leadership, and will ensure that all reasonable practical steps are taken to facilitate them in this process. This does not include provision of specialised transportation.

The College acknowledges and supports both Maori and Pacific Island students' aspirations to tertiary education in Leadership. To facilitate these goals, Elim Leadership College maintains an inclusive cultural environment, specifically fostering better understanding through cultural exchanges as an integral part of our programmes.

The College supports and encourages equal entry and participation in all its programmes by both genders.

5.4 Recognition of Prior Learning Policy

Elim Leadership College will award academic credit for learning when the applicant provides satisfactory evidence that they have met the learning and graduate outcomes either by formal education, informal learning or a combination of these.

Recognition of Prior Learning

Assessment of a learners' existing skills and knowledge before they are enrolled into a programme.

Credit Transfer

The process whereby credit already achieved by a learner is recognised towards a new qualification.

Costs: Processing of applications may incur a cost of \$50 per subject.

See Appendix 1 for the process diagram.

5.5 Credit Transfer Policy

Credit transfer is a process whereby credit already achieved is recognised towards a new qualification. This may occur on a case-by-case basis between providers / qualifications developers and individuals or as a structured agreement between two or more organisations or providers.

The credit recognition and transfer policy is predicated on quality assurance requirements under the Education Act 1989 and applies within the New Zealand domestic context.

The College is to have consistent credit recognition and transfer and appeal processes in place. See Appendix 1.

It is the policy of the College that learners have access to information and recourse to appeal.

The College supports the principles that support effective learning pathways. These include –

- Qualification, course and programme development and design that promotes and facilitates credit recognition and transfer.

- Credit transfer decisions will focus on the benefit for learners and supporting effective learning pathways.
- Transparency in credit recognition and transfer decision-making across the education system.
- Credit awarded as a result of either recognition of prior learning or recognition of current competency is of equal standing to credit awarded through other forms of assessment and should be carried with the learner once awarded.

The College supports the following objectives to ensure that interest of learners is paramount:

- Credit transfer decisions should be fair and recognise learning in an appropriate way.
- Credit transfer decisions should be defensible.
- Credit transfer decisions should be timely so that learner's ability to access programmes is not unnecessarily inhibited.
- Credit transfer processes should facilitate access and promote new learning opportunities without compromising the quality or standards of qualifications.
- Clear and coherent information should be readily available on the type of pathways that a learner may expect to progress following the awarding of certain types of qualifications (i.e. through the Register, credit transfer and formal articulation arrangements.)
- Learners, providers and assessors should have a clear understanding of what may be expected in relation to the application for credit transfer.
- Learners must have recourse to review and appeal of credit transfer processes and decisions.
- Credit will be granted at the highest level consistent with the learner's demonstrated level of competence.

5.6 Withdrawal and Refund Policy

A student who withdraws from a programme of study within 8 days of the commencement of that programme is entitled to a refund of all monies paid less 10 percent or \$500.00, whichever is the lesser amount.

Students who withdraw after eight days from the commencement of a programme but prior to one month into the programme are entitled to a refund of fees and other programmes costs on a pro rata basis.

Students who withdraw after one month from the commencement of the programme are not entitled to a refund except at the discretion of the CEO.

Where the Elim Leadership College cancels a study programme before it commences, students are entitled to a refund of all fees paid.

If the Elim Leadership College cancels a study programme during its delivery, students will be entitled to a refund of fees and other programmes costs on a pro rata basis.

Where a student is dismissed from a course as a result of disciplinary procedures, the same refund policy applies as per student initiated withdrawal.

These policies are consistent with the standards set by the New Zealand Qualifications Authority.

Students are advised to read these policies carefully before acting and making final decisions. If you are uncertain, please ask for assistance from the staff.

Under exceptional circumstances, the ELC Leadership Team will consider a partial refund of fees. Exceptional circumstances would include severe or chronic illness, or family bereavement. Documentary evidence must be supplied.

In the event that the Elim Leadership College should close its operation during the academic year, students can contact the Elim Christian Centre administrative office (09) 538 0360 for information concerning the unused portion of their student fees.

International Student

Applications for withdrawal and refunds must be completed in writing and sent to info@elc.org.nz or posted to Elim Leadership College, PO Box 58-644, Botany, Auckland 2163.

Reason for Refund	Document Required	Dates	Cancellation Fee
No longer wish to study	Email/letter	Prior to 14 days before the start of the programme	\$500 admin fee
No longer wish to study	Email/letter	Within 14 days of the programme start date	\$500 admin fee and 10% of the tuition fee
No longer wish to study	Email/letter	14 days or more after the programme start	*No refund
ELC programme unable to proceed	ELC letter to advise	14 days prior to the start of the programme	100% refund

*The ELC Leadership Team will review each withdrawal and may adjust the cancellation fee in *extenuating* circumstances. You may be asked to provide documentation relating to extenuating circumstances (for example, a medical certificate).

* International student withdrawals will be notified immediately to Immigration NZ

5.7 Fee Protection Policy

The Elim Leadership College uses a series of trust accounts held with the Public Trust to protect all student fees. The fees are drawn down in arrears monthly by the ECC administrators from the trust account.

The Trust Account is managed and operated under the terms and conditions contained in a Memorandum of Undertaking for the Trust Account. This document fully complies with the NZQA regulations and requirements for Student Fees Trust Accounts. Students will be asked to sign a Public Trust Acknowledgement Form (usually done at the block course) prior to commencing the programme of study.

5.8 Graduation Policy

In order to successfully graduate with their qualification, students must meet the following requirements:

- Courses must be completed, including all assessments. For International students, Immigration New Zealand requires the College to submit student progress reports and evidence / explanation for poor performance.
- Students must have attended at least 80% of the courses comprising the programme of study. (i.e.80% of each course, on time, for each class). Immigration New Zealand expect 100% attendance for International Students unless evidence is supplied to show why they were unable to be in class.
- Students must demonstrate evidence of a true Christian life and character, both inside and outside the College, at all times.
- Students must fulfil their financial commitment to the College.

- Students must be committed to, and be involved in their church, and maintain a good standing and relationship with their pastor throughout the year.
- Students must satisfactorily complete practical ministry, related fieldwork, and / or development opportunities.
- Students must accept the Statement of Faith which is printed in the Student Handbook.

Certificates and Transcripts will only be issued when all items above are satisfied. Additional copies of the Certificate or Transcript may be requested at a cost of \$75 or \$50 respectively.

A graduation service is held at the end of every year which graduates are invited to attend.

5.8.1 Qualification Extensions

ELC will not approve extensions to complete the qualification unless there are extenuating circumstances. In such cases ELC may request documentation to support the request for the extension from the student. The student will be provided with the Qualification Certificate and will be invited to attend the graduation ceremony of the following year.

5.9 Privacy Policy

The College will obtain the students approval to collect, store and use personal information regarding the applicant in accordance with the Privacy Act (1993). Students have the right to access and review their personal information in accordance with the provision of the Act.

6 Assessments

6.1 *Course Descriptions*

Each lecturer will have been given the Course Descriptions that relates to his/her subject. This consists of a description of the course, its content, Learning Outcomes, Assessments and Marking Schedules.

Learning Outcomes represents the new capabilities, knowledge or skills that you will have once the course is completed. Students will not gain the credit for the course unless they can demonstrate competency in ALL the Learning Outcomes.

6.2 *Achieving in Assessments*

6.2.1 *Initial Assessment Process*

Students are to be given the list of outcomes against which they will be assessed at the beginning of the subject or course.

Students are to be given a clear timetable at the beginning of the course showing the due dates for all assessments.

Students must ensure that work is submitted by the due date unless an extension has been granted before the due date. Failure to do so may mean credit for the whole course being assessed will not be granted and this may have serious consequences for students working towards a Qualification.

Assessors must use marking schedules for each task. They will mark to the following criteria;

- Feedback in the form of constructive comments that assist the learning and understanding of the student will be given where appropriate.
- Verbal feedback will also be given where appropriate.
- Marking will be recorded in Moodle with appropriate feedback.

The schedule will be submitted to the Program Lead with three samples for each course for use in moderation, if required.

Assessments will be marked and given feedback in Moodle, within 2 weeks of the submission due date.

6.2.2 *Resubmissions*

If a student does not demonstrate achievement at the first attempt, another opportunity may be given by the Assessor for the student to resubmit their work. Alternatively, the Lecturer may agree that the student be re-assessed in some other form – for example, by a verbal reassessment.

The decision to grant a reassessment is at the discretion of the Assessor.

A maximum of two opportunities only for re-submission may be granted.

6.2.3 Appeal Process

If a student believes that they have been unfairly assessed by a Lecturer, and cannot reach agreement after reasoned discussion, then the student may appeal the Assessor's decision. There is only one level of appeal.

The appeal shall be to the CEO whose decision shall be final.

6.2.4 Student Impaired Performance

Impaired performance is where students cannot attend classes and / or complete an assessment because of circumstances beyond their control, such as suffering a close family bereavement, an extended illness or a serious injury.

The College policies in this regard are:

1. Students must notify the College as soon as reasonable of the events or circumstances leading to their impairment.
2. The College desires to demonstrate Christian grace in circumstances where students are impaired beyond their control. However, academic standards also need to be maintained in order to preserve internal integrity.
3. Where a student has attended over 80% of the lecture content of a course (or courses), but missed completing the required assessment work by the due date because of impaired performance, a special assessment opportunity will normally be given. The intention is to allow the student to complete the required assessments wherever possible before the end of the programme of study.
4. Where the student has attended less than 80% of the lecture content and also not completed the assessments, an extension opportunity will be granted only at the discretion of the Program Lead. The College staff will make a special effort to enable the student to catch up on missed lecture material.
5. Where the student has attended over 80% of the lecture content, but the impairment event occurs at the end of a period of study such that the student cannot reasonably complete the outstanding assessment work due to the lack of time before graduation and campus closure, the Program Lead may, after close consultation with the course lecturers, decide to grant an aegrogat pass on the credit for the course if and only if;
 - They are both agreed that there is a high certainty that the student would have gained the credit anyway based on the performance of the student when unimpaired (and)
 - The total credit so granted by aegrogat does not exceed more than 25% of the total credit of the qualification for which the student was enrolled.

In such a case, the student must complete a written application for the aegrogat pass, and include:

- A full explanation of the event leading to the impairment.
- Any partially completed assessment work relating to the course for which the aegrogat pass is being requested.

6.3 Use of Te Reo Maori in Assessments

The College understands and accepts that te reo Māori is an official language of New Zealand. Students who desire to submit assessments in te reo Māori may do so without fear of discrimination or financial penalty.

The College will identify at the interview stage for possible acceptance into the College if any student intends to use te reo Māori for assessments. This is to allow the College to put in place the necessary arrangements to support this option should the student be accepted.

The College will process assessments in te reo Māori via one of two approaches:

1. By sourcing an approved translator, and thereafter routing the translated assessment to the normal College course assessor, or
2. By sourcing a suitably qualified subject lecturer who is knowledgeable in the subject area and also fluent in te reo Māori.

7 Health and Safety

7.1 In Your Workplace

Elim Leadership College is committed to ensure that the College is a safe place for staff, employees and students. We seek to comply with the legislative requirements expressed in the Health and Safety in Employment Act 1992. By nature theological training does not present any particular hazards but care needs to be taken in the place of internship.

Your supervisors have been made aware of the need to ensure you are familiar with Health & Safety requirements and hazards at **your place of internship**.

Further information can be found on the [Employment New Zealand website](#). If you are unsure of any workplace practices that you are engaged in contact the student support team.

A Health and Safety briefing will be undertaken at the site of your Block Course.

Appendix 1: Recognition of Prior Learning/Credit Recognition Process Chart

