Prospectus and Admission Application Documentation

Practical Ministry Training Programmes:

**Certificate, Diploma, Bachelors, Honours,
Masters, Doctorate, and PhD
As accredited by Logos University USA**

Practical Ministry Training Programme Prospectus

Practical Ministry Training: PMT/1/2016 Certificate (First Year)

Diploma in Personal Development :DPD/2/2016 Diploma (Second Year)

Bachelors in Practical Ministry: B.Min /3/2016 Bachelors (Third Year)

*Utilizing advanced e-learning technology/Skype and e-mails for
Distance Learners and Bible Schools classes*

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INTRODUCTION

Unlock Academy Pty Ltd (hereafter named *Unlock*), as a mentoring Body, serve the whole Kingdom of God, Jew and non-Jew, by providing education for those seeking an in-depth understanding of the Word of God, His Power, Presence and Anointing, and the practical application thereof. As an educational (mentoring) institution, we seek to advance a Believe System that is academically sound, spiritually vibrant, and sensitive to the demands imposed by both the past and the future. At the same time, we are committed to serving our Students with excellence.

LOGOS University had approved all the Practical Ministry Programmes from the Apostolic to Healing and Counselling, including all topics that will empower the Biblical Student to fulfil his/her calling. Therefore, Unlock is accredited to apply for and **issue the certificates** from **Certificate through to PhD**. Unlock Academy Pty Ltd is in the process of accreditation at the Department of Higher Education and Training (DHET) of its courses and in due season will confer its own qualifications, but will continue the working relationship with Logos University USA, as they have been there for Unlock.

Moreover, Unlock Academy Pty Ltd, is the **only** Bible College in the country that includes skills- and life-skills development in their Curriculum. Therefore, an Unlock student is also prepared for employment in the secular world – not all Believers, who go to Bible College, has the desire to go into full-time ministry. However, they would like to enhance their knowledge of the Scriptures in order to make a difference in their current workplace according to **1 Corinthians 7:20-24** *So don't try to change what you were when God chose you. Are you a slave? Don't let that bother you. But if you can win your freedom, you should. When the Lord chooses slaves, they become his free people. And when he chooses free people, they become slaves of Christ. God paid a great price for you. So don't become slaves of anyone else. Stay what you were when God chose you.*

There may come a time of calling into a different field. The Holy Spirit, alone, will call you, set you apart and prepare you for service, once you say "yes" to Him. Thus, first the "calling" then the separation, then the preparation and then the sending: all in His good time! During this time of separation He equips the student as the Word says: 2 Corinthians 3:5 *not that we are competent of ourselves to think anything as of ourselves, but our competency is of God;* and Philippians 2:*13 for it is God who works in you both the willing and the working according to his good pleasure.* And, finally: 1 Corinthians 3:10. *According to the grace of God which has been given to me, as a wise architect, I have laid the foundation, but another builds upon it. But let each see how he builds upon it.* When the prospective student studies these Words, it becomes clear, God calls, gives the vision and then equips through the Teaching Ministry, of which it is the role Unlocks to lay the foundation, and another will build on it.

1. VISION, MISSION AND OBJECTIVES

Our aim is to develop and impart knowledge of the Word of YHWH, enabling a Believer to communicate and defend it, and to prepare for the continual study of it. We provide men and women with the skills to be effective witnesses, leaders, and stewards of the Good News of Jesus, firstly, to all believers around the world – and then to the lost souls we meet daily.

1.1 VISION

To make disciples who have a solid foundation in the Hebraic background of the 1st Century Church, in order to have an effective Bible College with signs, wonders and miracles. To promote an intimate relationship with the Holy One of Israel; to promote an understanding of holiness and obedience; and to in still within these students the desire and skill to enrol other students.

1.2 MISSION

Our mission is to train Born-again Believers to serve the Lord in some phase of ministry, as well as prepare them for work in the market place. If you are simply seeking additional education to increase your ministry potential, our school will be an excellent choice.

1.3 OBJECTIVES

- To promote personal, spiritual growth and become an effective Ambassador of Jesus Christ (Or Yahshua, His Hebrew Name).
- Consistently observing the Truths of the complete Word of God.
- To develop the Believer's relationship to Israel.
- To prepare for Biblical leadership through on-the-job training and discipleship.
- To provide affordable and practical education that is sensitive to the personal needs, aptitudes, individual potential and value system of every student; to develop the whole person for a culture of life-time of learning.

2. WHY USE LOGOS UNIVERSITY'S APPROVED CURRICULUM?

2.1 THE ADVANTAGES OF LOGOS UNIVERSITY

The Body Corporate as well as Church Leaders has received and accepted Unlock's Short and Informal Courses and the LOGOS University's Higher Education Formal Programmes from various denominations. Students experience a transformation in their lives and receive a personal calling into ministry. This is *until* Unlock is fully accredited by the SA Government.

2.2 ACCREDITATION: What is Accreditation?

Accreditation in any school is a voluntary, cooperative process by which the schools willingly agree to, and participate in, a set of established standards in order to promote quality Education. In particular, these standards are for the purpose of promoting the Spiritual as well as the Academic quality of Education. Thus goals are set by the Accrediting Association(s) and agreed upon by those who are accredited by such an Association(s). Unlock will comply by all criteria set out by SAQA and responsible SETA and DHET..

2.3 WHAT IS THE PURPOSE OF ACCREDITATION?

The purpose of being accredited is to let you as a student or prospective student know that Unlock is committed to a standard of excellence. We believe you will find that Unlock will reflect competence and integrity. We at understand that you as a student or as a prospective student of Unlock would like to know that the school you attend is geared towards constant improvement and Academic Excellence.

When God entrusted us with this ministry, we were determined to follow the vision of validating the work of Christian ministers, ministries and lay people. It is our goal to help people receive the educational recognition they need to fulfil their dreams of serving the Lord.

Our accreditation with Logos is a religious accreditation, rather than secular - voluntary, rather than mandatory. Logos monitors educational and religious standards for affiliated Bible colleges, and their accreditation is accepted by many religious organisations. However, this accreditation would not be accepted by some secular organisations, as Logos University is not recognised by the U.S. Department of Education, but by the Florida Dept of Education USA, Logos is Not accredited with the South African Department of Education. This non-recognition may have some implications that include, but are not limited to:

2.3.1 Logos University is eligible to participate in a Federal Student Loan/Financial Aid program; therefore, study bursaries available only in the USA*.*

2.3.2 Logos University is unable to guarantee acceptance of its degrees in other postsecondary institutions.

2.3.3 Corporations are not required to recognise degrees from Logos University.

2.3.4 Logos University is unable to guarantee acceptance of its degrees for employment in the secular world, but practical courses i.e. Project Management, Leadership Development, Training the Trainer and Financial Management, all receive recognition in the secular world – which forms part of the SAQA RPL and Skills Development Act.

2.4 CHURCHES AND DENOMINATIONS

Most Churches are very aware of Unlock's programmes; which are spread across cultural and denominational borders, and due to the quality of the student's training, are welcomed with open arms into their ministries.

2.5 GLOBAL AVAILABILITY

The fact is that this program is specially designed for distance learning; it allows the students to study at leisure from their own homes. This enables the students to remain in their daily work while studying part-time. This is not applicable to night school students. The ideal would be that ALL students run with the pace of the program, as there is only one (1) Graduation Celebration ceremony per annum.

CURRICULUM: PRACTICAL MINISTRY TRAINING PROGRAMME

Unlock has based all its training on Eph 4:11-12 which states the purpose of this programme, which is to *"equip believers for the work of ministry"*. This *Training-the-Trainers principle* is found in the Books of Exodus; Leviticus and Deuteronomy, where YHWH instructed Moses to teach the elders, who are to teach those under them within their tribes, making it an Eternal Statute that we are to teach His Word, from generation to generation – that is obedience to Him! And by hearing the Word and doing the Word, the Believers are equipped for service in the Kingdom of God, and thereby fulfilling their calling to the earth. This one-on-one training principle in a group situation is named "social constructivist" learning. This most up-to-date learning method is referred to in Exodus 12:26. Believers are trained to minister and take leadership in their Community. The five-fold ministry should facilitate and direct such learning of which "**teaching**" is the pivotal point. In the various programmes, we train potential leaders through mentoring them in the knowledge and within of the framework of the five-fold ministry, which includes the skill of **training** others: *"And what things you heard from me through many witnesses, commit these things to faithful men, such **as will be competent also to teach others***." 2 Timothy 2:2.

Module 1: Introduction to the World of Academia

Lesson 1.   The Basic Principles of Research Methodology –
Part 1. Training the student on the basic principles of doing research in the Word and Internet for assignments. This will lay the foundation for future studies at any tertiary Institute – as this training is in line with the standards as prescribed by global universities.

Lesson 2.   Copying and Plagiarism whilst writing assignments.

Lesson 3.   The importance of studying the Word of God as the primary Act of Worship.

Lesson 4.   Servanthood

Prescribed Books:
- Study Material
- Assignments: Insight and research

Module 2: Financial Integrity
- Financial Stewardship
- Financial Mentorship
- Unlock Project Management Principles: Introduction

This is an outcomes based module and will equip the learner to perform optimally in any work environment in a structured and professional manner.

Prescribed Material
- **DVD:** The Ultimate Gift
- Assignments: Insight and research

Module 3: Unlock the Principles of Faith

The first purpose of this Module is to present the basic doctrines of the Christian faith necessary for a proper spiritual foundation. The six foundational doctrines of Hebrews 6:1-3 will be discussed:

1. Repentance from dead works
2. Faith toward God
3. Doctrine of baptisms
4. Laying on of hands
5. Resurrection of the dead
6. Eternal judgment

Upon completion of this Module you will be able to:
- Explain the six basic doctrines of the Christian faith listed in Hebrews 6:1-3.
- Establish a proper spiritual foundation in your own life.

- Go on to spiritual maturity until the full stature of Christ.
- *Foundations of Faith*

The basic doctrines of the Christian faith are the subject of this Module. Doctrines are a collection of teachings on a certain subject. The basic doctrines of the Christian faith are the teachings of Jesus Christ recorded in the Bible. These doctrines are listed in the Bible in the book of Hebrews:

Therefore leaving the principles of the doctrine of Christ, let us go on unto perfection; not laying again the foundation of repentance from dead works, and of faith toward God, Of the doctrine of baptisms and of laying on of hands, and of resurrection of the dead, and of eternal judgment. And this will we do, if God permit. *(Hebrews 6:1-3)*

Two spiritual objectives are set forth in this verse:
- The **first** objective is that of building your spiritual life on the right foundation. This foundation is the doctrine of Jesus Christ.
- The **second** objective is to go on to perfection. Perfection means spiritual maturity. There are **two** reasons for failure to live a victorious Christian life.
- The **first** reason is that some who are trying to live like Christians have never been born again. They do not understand the basic doctrines of Jesus Christ. Because of this lack of understanding they have failed to make a proper response to God.
- The **second** reason for failure is not going on to spiritual maturity.

Module 4: Introducing the Father and the Son: Communication
Unlocking the Believers *Prayer* life: Communication with God

- **DVD:** Indescribable Louis Giglio
- **DVD:** Finger of God, Furious Love, Father of Lights by Darren Wilson

Lesson 1:   Worshipping in Spirit and in Truth
Lesson 2:   Teaching PowerPoint Jesus/YahShua in the Tabernacle

Prescribed/Reference Books:
- Prophets Prayer: *John Edmiston*
- Prayer 1-0-1: *John Edmiston*
- Dr Miles Munro on prayer.
- Dr John Malinde's book on Spiritual Warfare
- Praise through Seven Hebrew Words
- Intimacy with God
- PowerPoint Presentation: YahShua in the Tabernacle
- Assignments: Insight and research and practical application of knowledge

Module 5: *BIBLICAL CONCEPTS* Believers Heavenly Identity
- Renewing the *mind* of the New Believer

- Unlocking the Believers *Authority* in YahShua/Jesus
- Understanding the *Blood* of YahShua/Jesus
- The *Ambassador* of YHWH Commission to the earth:
- *Mysterious Spirit World: Teaching and PowerPoint Material (included in study material)*

Introduction to the kingdom of darkness from the Ambassadorial perspective. The Substance of a new Believer is a new spirit and a new identity. Your salvation is complete, but your spiritual growth is dependent upon the effort you make to change your mind, will and emotions – and developing your emotional intelligence as well.

Know Jesus and avoid Identity theft: we must be well aware that ha.satan wants to steal our spiritual identity; therefore we need to enter into Rom 8:19 and manifest our Sonship in Him. We must give God full reign of our lives as we are the dwelling place of the Holy Spirit; Who is still the only witness of His resurrection, Who are alive today - And WHO Witness indwells the Believer!

Introducing the Kingdom of Light from the Ambassadorial perspective. The Word says that we are seated with Christ in Heavenly places. Until we get out of the natural, and into the spiritual, we will not realise our true potential as God's children. You must understand that the old man is dead and you are transforming into the image of God – through the Word and the transforming power of the Holy Spirit.

Part 1. Delegated authority: to understand your delegated authority and to walk in the power of the Name of Jesus Christ.
Part 2. Delegated authority Meaning and purpose: to understand the purpose and benefits of your authority in Christ. The Believer has complete authority over his realm of jurisdiction.
Part 3. Power of His Name: Jesus gave us the authority to utilise His Name
Part 4. Power in the Name of Jesus
Part 5. Authority in the Name of Jesus
Part 6. Walking in agreement

Prescribed/Reference Book

- Prescribed book: Authority: Amanda Buys
- Prescribed Book: Diplomats on Assignment Prof M A Uitzinger

Module 6:   Unlock: the Anointing and Miracles
- New Testament Miracles
- Teaching Preaching and Healing
- All about the anointing
- Gifts of the Spirit
- Demonstration of the Gifts

- Flowing in the Holy Spirit
- The Holy Spirit – still small voice
- Power for the hour
- Possessing supernatural power
- The power of His Glory
- Unleash the Power of your faith
- Revelation, impartation and manifestation – Imparting the gifts
- Highly challenging: Assignments: Insight and practical application

Module 7:   Restoring the Covenant of Divine Healing: Theory and Practical Course
- Redemptive Gifts: Exploring the Gifts of the Holy Spirit
- Unlocking the Believers Integrity
- Unlocking the Healing Covenant

Prescribed/Reference Books
- Three colours of ministry
- Assignments: Insight and research.

DIPLOMA: SECOND YEAR: PERSONAL DEVELOPMENT SHORT COURSE PROGRAMMES DPD/2/2016

Subject to change

Unlock made a commitment to develop the God-given Skills residing within the learner by enhancing their skills with the following Personal Development Programme (DPD/1/2016):

1. Short Course: Unlock Training the Trainer principles

Presentation skills: How to introduce a speaker, Training Methodologies. This life skill will enable the learner to work as a trainer in a secular job. The student will be enabled to effectively train their mentee in Evangelism and Discipleship or where needed: This module will run for four (4) weeks.

- Reference Reading: Edersheim Introducing Jesus: The live and Times of Jesus, the Messiah

2. Short Course: Unlock Project Management Principles

This is an outcomes based module and will equip the learner to perform optimally in any work environment in a structured and professional manner. This is an eight (8) week module whereby many life skills will be developed by involving the students in practical projects

3. Short Course: Unlock the keys to Leadership and Mentorship Training Programme

This module will run for six (6) weeks. Not every person is a follower. It is the vision to train and equip each student to become a leader in his field of speciality by developing not only their Leadership skills, but to duplicate their skills and abilities in their peers or the next generation through a well-structured Mentoring Programme.

4. DVD: Ultimate Life
Lesson1:   Unlocking the Gifts of the Spirit
Lesson 2:   ALL about the Holy Spirit

5. Short Course: Unlock the world of Behaviour Science

This programme does not focus on theories, but on practical application of knowledge acquired to a person in need within the society in which we live; Believer and un-Believer alike. By understanding Human Behaviour the learner will be able to focus on and assess the:

- Level of Emotional Literacy and Intelligence of the emotionally damaged or the traumatised person;
- Thereby Administering the Emotional Transformation and Restoration Process in order for the person to become a fully functioning member of society;
- Administering assistance and counselling to Law Enforcement Officers suffering from posttraumatic Stress disorders

- Administer Trauma Counselling within the community i.e. at Police Stations, victims of domestic violence, battered women and children, assaults, rape, divorce and crime victims.
- Provide Trauma intervention where and when needed in your community.
  This module will run for at least 14 weeks.

PRACTICAL TRAINING will include:

Projects, to apply acquired skills will be outcomes based, and will therefore be implemented within the different communities, Police stations, prisons, and the learner's place of employment, in every sphere of life where one can make a difference in the establishment of the Kingdom of God.

ADVANCED DIPLOMA/BACHELOR IN MINISTRY (B.LM. Practical Ministry):

THIRD YEAR: TO COMPLETION IN APPLIED THEOLOGY B.LEADERSHIP/3/2016

Subject to change

1. Restoring the Early Church (4 weeks)
2. Building Godly Families (4 weeks)
3. Unlock the Keys to Marriage Counselling (4 weeks)
4. Unlock the keys to Church and Ministry Management, Administration, and Protocol in ministry, and the pastor and his work (Skills Development) (6 weeks)
5. Unlock the keys to Financial Intelligence/Stewardship/wealth Creation; (6 weeks)
6. Unlock the keys to Entrepreneurship; (6 weeks)
7. The Feasts of YHWH (4 weeks)
8. The Apostolic Foundation (4 weeks) Restoration
9. Redemptive Gifts
10. Old Testament Survey
11. Training Volunteers
12. Youth Mentoring
13. Churches Missional Calling

You will be afforded the opportunity to be ordained as a pastor at the Church where you are currently submitting and worshipping. Your appointment as a pastor is totally at the discretion of your current Church and its Board and your relationship with them. The trend currently, worldwide, is for a Bible College student to complete three (3) years of Theology and Ministry studies, whilst *practically* serving and submitting under the Leadership of your pastor at the Church where you are attending. Unlock Academy will have regular contact with your pastor as to your Servanthood. This is subject to the completion of your year Third year internship at Unlock or any other Development Centre you might attend. This is also in line with SAQA regulations and qualification that require Skills Development of the student - vocational training.

3. **RECOGNITION OF PRIOR LEARNING (RPL)**
   "Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways". – SAQA

3.1 RPL is a process that allows candidates an opportunity to demonstrate their knowledge and skills. Candidates undergo a series of assessments specifically designed to assist them to display their competence. At the end of the assessment process, each candidate is issued with credits for the learning that they have been able to display. These credits are linked to SAQA-registered qualifications. Through RPL, a candidate could earn credit for a few unit standards or a full qualification. RPL recognises any learning that the candidate has

acquired, whether it was from formal training, workplace experience, or general life experience.

3.2   When a student presents any qualification to a University or College (locally or abroad) for evaluation, four factors are usually considered:

• What was the student's school qualification (e.g. Matric/Grade 12)
• What were the content and purpose of the programme (character and field)
• Is the institution accredited to align to internationally accepted standards
• Can the Academy determine the content of the curriculum for RPL purposes?

SAQA recognises that there are barriers to implement RPL (Recognition of Prior Learning), such as: limited incentives for organisations to apply RPL; lack of funds and people to develop and maintain an RPL service at an affordable price; very few personnel who are trained to handle RPL; inadequate administrative supporting systems to do the work; that many organisations are unable to grant credits for part qualifications, and institutions that have admission systems without alternative access routes; and institutional resistance (unwillingness) to grant RPL credits. In other words - RPL has not been working properly.

 Important facts about RPL
1.   ***RPL can be applied for different reasons.*** SAQA recognises different kinds of RPL and purposes for RPL in relationto different contexts and classifications of knowledge, skills, competencies, especially for qualifications and part qualifications in the national learning system
2.   ***Students (candidates) must be helped***
       Enable potential candidates to attain recognition of the appropriate knowledge and skills   required for **personal development** and to get themselves in a better position for the **employment market**.
3.   ***Everybody must apply RPL***
       RPL applies to Quality Councils, education institutions (colleges) and skills development providers (training organisations), work places, recognised professional bodies, RPL practitioners and finally the RPL candidates (students).
4.   Special efforts for a specific group
       A focus on RPL for **returning-to-learning youth** and **adults** needs to be encouraged and resourced in collaboration with all relevant stake-holders in the labour market and the national learning system

Understandings of the Recognition of Prior Learning: When RPL is applied:

a.   The focus is on what has been learned and not on the status of the institution, organisation or place where the learning was obtained
b.   Credit is awarded for **knowledge** and **skills** acquired through experience and not merely for the fact that the candidate has had the experience

c. Prior learning is discovered through assessment and/or other methods that can identify the knowledge, skills and competencies that have been acquired
d also important to the **RPL practice are:**
1. Candidate guidance and support, the
2. preparation of evidence and
3. development of a combination of **further teaching** and learning, mentoring and assessment.

Objectives of RPL

RPL must contribute to the full personal development of each learner and the social and economic development of the nation at large. It must make it easier for students to have access to, and make progress within a programme, getting ahead in education, training and career paths In the past there was unfair discrimination in education, training and employment opportunities. RPL must accelerate the redress of the past. Qualifications may be awarded in whole or in part through PL. Processes followed must be credible, quality assured and consistent with accepted and approved principles, criteria and all the relevant regulations

Qualifications and part qualifications registered on the NQF must include provision for alternative entry-level requirements so that candidates can be admitted to study towards the qualification, or part qualification, through RPL.

No distinction, other than that required for data analysis, must be made between records of learner credits and achievements for qualifications and/or part qualifications awarded as a result of RPL processes and those obtained via conventional means.

Roleplayer's Responsibilities

All Institutions have responsibilities:
Provide **advice**, **counselling** and **support services** to assist RPL candidates prior to, during, and after RPL processes
Establish an **appeal process** for RPL candidates to engage with RPL-related judgements
Ensure an equitable **fee structure** for all RPL programmes and services including those programmes and services that involve the assessment of experiential learning for credit against existing formal qualifications or part qualifications

The professional Body must ensure an RPL route

Include an RPL route as an integral requirement for attainments of its **professional designations** as stipulated in the SAQA *Policy and Criteria for the Recognition of Professional Bodies and the Registration of Professional Designations (2012).*
RPL Candidate must:: Expect to be treated without unfair discrimination and respect the processes and procedures of institutions and workplaces.

Get Recognition at an Accredited Institution

This means that a student can gather credits from one or several organisations, being accredited or not, and can present it to an institution for recognition. If the experience (prior learning) is equivalent to the requirements, even if it matches exactly only 50%, RPL must be applied.
Since very few institution are seen to be legally responsible, either through ignorance, greediness or pride, Unlock will endeavour to set up or encourage organisations who will obey the law and apply the RPL intent of SAQA:

Learning occurs in all kinds of situations – formally, informally and non-formally.
The Recognition of Prior Learning (RPL) is a process through which formal, non-formal and informal learning are measured, mediated for recognition across different contexts and certified against the requirements for credit, access, inclusion or advancement in the formal education and training system or workplace.

RPL may be awarded by a diagnostic, formative or summative way, or during following a curriculum for **recognition** in the workplace or **advanced standing**.

4. DISTANCE LEARNING

Definition: **Distance Learning**, also called **e-Learning**, is a formalized teaching and learning system specifically designed to be carried out remotely by using electronic communication. Because distance learning is less expensive to support and is not constrained by geographic considerations, it offers opportunities in situations where traditional education has difficulty operating. Students with scheduling or distance problems can benefit, as can employees, because distance education can be more flexible in terms of time and can be delivered virtually anywhere. Distance learning is therefore a formalised teaching system specifically designed to be carried out remotely.

At Unlock we make use of Modern Distance e-Learning technology, utilising Skype as the main method of on-line training. Distance Learning students will be able to communicate via Skype as well as e-mail. This programme is enhanced with immaculate self-explanatory DVD Study Material, which will be videotaped on the evening of the practical class and sent to each satellite Bible College.

4.1 ADVANTAGES

Distance learning features a number of advantages. Perhaps the most relevant benefit involves the luxury of remaining in your home (country) while studying -- and consequently, avoiding the inconvenience of applying for a student visa to study in a foreign country.

4.1.1 Other advantages include:

- Accessibility for those living in another Province, and who are far from Unlock and cannot attend the mentoring classes.
- No waste of time or other resources in transport, commuting to a central location for each class

- Flexibility to study in any convenient location with an Internet connection
- Self-paced learning, but prefer that students run at the same pace as Pretoria:
- Quickly browse materials you have already mastered, and concentrate time and effort in areas containing new information and/or skills
- Study materials at a personal speed and intensity, without having to wait for the slower pace of the average classroom (Not necessarily, as the impartation that takes place in a classroom is absolutely invaluable)!
- Flexibility to join *conversations* in the "bulletin board" discussion area at any hour, and to review other's comments since the previous visit
- Flexibility for those with irregular work schedules
- Accessibility for those with restricted mobility (e.g., handicapped, injured, elderly).
- Accessibility for those with family responsibilities (e.g., parents with young children at home, and grandparents!).

4.2   EXAMPLES OF TECHNOLOGY IN USE

- Online Education/Visual and animated – under construction
- Video Tapes/DVD's - postal mail
- E-mail
- Web Pages
- Two-way multipoint chat-audio-video conference - Internet (i.e. Skype)
- Telephone (adhere to Office hours unless pre-arranged with Tutor.

4.3   IS DISTANCE EDUCATION EFFECTIVE?

Many educators ask if distant students learn as much as students receiving traditional face-to-face instruction. Research comparing distance education to traditional face-to-face instruction indicates that teaching and studying at a distance can be as effective as traditional instruction, when the method and technologies used are appropriate to the instructional tasks, there is student-to-student interaction, and there is also timely Mentor-to-Student feedback.

4.4   TIME MANAGEMENT

Recent research has shown that the most significant factor helping students to succeed or not -- in distance learning has been their ability to manage time. The more successful students reported spending two to three (2 to 3) hours regularly each week for each hour of credit for a class. For example, a 4-hour credit class required a minimum of at least 8 to 12 hours of work each week of the semester to complete all requirements.

Without class lectures to spur a quick burst of activity to complete a project, for example, some students procrastinated through weeks of the semester, only to find themselves so far behind that they could never recover.

Experts strongly recommend that you devise a typical weekly schedule so that you will have a general guide for allocating appropriate time to study.

5.   APPLICATION FOR ADMISSION

5.1   GENERAL

Admission to Unlock Academy is entirely on merit and on the basis of ability to achieve. We operate an admissions policy which ensures equality of opportunity to all applicants. Applications are welcomed from students with excellent academic potential and Unlock recognises the importance of admitting applicants to a Programme suited to enhance their knowledge and aspirations in the field of Biblical Ministry. The selection process therefore takes account of all aspects of an application and not just an applicant's academic profile.

Applications for admission to Programmes are considered without regard to any inappropriate distinction e.g. ethnicity or national origin, nationality, disability, gender, political beliefs, marital status or socio-economic background.

Unlock believes a diverse student population is important from an educational and social perspective; enhancing the educational experience for all.

5.1.1   A prospective student shall apply on the required application form for admission to a qualification.

5.1.2   Application forms for admission to Unlock are available on request.

5.1.3   No prospective student shall be permitted to study for any qualification without prior evaluation.

5.1.4   The closing date for all applications, which should be submitted with the required application documentation, is **February 2016**

5.1.5   Intake for Practical Ministry Programmes: **February only**

5.2   WHAT ARE THE REQUIREMENTS?

The prospective student/applicant:

- Must have a minimum of Grade 12 or be 18 years of age. Unlock applies SAQA criteria and therefore, the RPL (Recognition of Prior Learning) as well as EL (Experiential Learning) are considered when a prospective student applies for the study Programme at Unlock. Once Unlock is accredited, we will be empowered to serve the communities from Level 3 to 5.

- Must have access to a computer, be computer literate, however, hand-written assignments will be accepted. This excludes Level 2 students once accredited.

- Have a good grasp of English and understand the basics of research.

- Research Methodology will be presented as one of the first topics in the Certificate Programme.

- Afrikaans assignments will be accepted.

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5.3 APPLICATION DOCUMENTATION

Applicants who wish to apply for admission to Unlock are required to submit the following documentation *in hard copy*:

- Completed Application Registration form.
- Copy of Identity Document or passport to be emailed to the Academic Dean at: studentsupport@telkomsa.net as well as hard copy to be submitted with application.
- Recent colour photograph to be scanned and emailed to studentsupport@telkomsa.net as well as two (2) hardcopies of the photos.
- Copy of Official College (High School)/University transcripts. (Unofficial copies may be submitted with the application, but upon admission to the Academy official transcripts must be sent). This is for Degree purposes. Now only a copy of your highest qualification is needed.
- Curriculum Vitae: please give an outline on who you are, your dreams for your life and what you would like to achieve through these studies. What do you see as obstacles or challenges to achieve your goal? And how would you overcome it? How long have you been a Christian and give a brief account of your coming to Christ. Have you been through water baptism? Have you been baptised with the Holy Spirit and with speaking in tongues? A hardcopy need to be submitted with application as well.

5.4 CHANGING OF INFORMATION

5.4.1 Unlock shall accept as correct only the spelling and sequence of the student's surname and first names and ID number appearing on the application form.

5.4.2 Should a student's contact details such as e-mail address, telephone number(s), or marriage status change, he or she has to notify the Admissions Administrator in writing.

5.4.3 Unlock accepts no responsibility for any incorrect information in respect of admission requirements supplied by anyone who has not been authorised to supply such information. All enquiries should be directed to the Admissions Administrator.

5.5 REGISTRATION OF STUDENTS

5.5.1 A registration confirmation will be issued to students at registration.

5.5.2 Registration as a student is valid for one (1) academic year only.

5.5.3 No student will be permitted to register at Unlock for more than one (1) certificate, diploma or degree programme, simultaneously, in any given academic year, without the permission of the Academic Board. Such permission may be withdrawn should the academic performance of the student not be satisfactory.

5.5.4 After graduation: Unlock will prepare the student's transcript and follow the process of submission to Logos. Logos will acknowledge and issue to Unlock a confirmation (graduation) letter to the student. The certificate/ degree granting process has then been started and it takes normally six weeks on average for student documents from Logos University to be sent to Unlock for distribution to the student who qualified. Very Important

Claim on Certificate

We obtained advice from SAQA as to the wording in the certificate. They suggest we state the following claim to ensure other institution will follow the Law:

These credits are typical of the learning level offered world-wide by a higher educational **Academic College**.

5.6 LATE REGISTRATION

5.6.1 A student who does not register in the official period of registration will not be allowed to register in that particular year.

5.6.2 Students who, for whatever reason, register after classes have commenced, may not lay claim to any concession regarding lectures, tests, etc. that took place before they registered.

6. FEES

Our policy is to provide instruction materials at the lowest possible cost to students. The majority of Believers should, therefore, be able to study in order to fulfil their calling.
1 Tim 4:13; 2 Tim 2:14, 15; 3:16, 17; Rom 15:4; Heb 5:12.

6.1 PRACTICAL MINISTRY PROGRAMME SUGGESTED FEES FOR 2016 (Subject to change)

- ➢ **Certificate:**   R3800-00 per year
- ➢ **Diploma:**   R5000-00 per year
- ➢ **Bachelor Degree:** R8500-00 per year
- ➢ **B.Th. Honours**:   R10, 000-00 per year
- ➢ **Masters:**   R12 500-00 per year
- ➢ **Doctorate:**   R15 000-00 per year

The study fees include all electronic tuition material, all electronic lecturing and prescribed books, mentoring fees, and all tests and certification. This excludes the cost of recommended books or printed prescribed books, which is an optional choice of books.

Part Time Students — 80 Credits

Our Unlock Mentored students being part-time means that they can work and earn while they study at night. For this reason only 80 instead of 120 credits can be earned per year. If any other place offers a full certificate or diploma of 120 credits in one year on a part time basis, the quality must be suspect. It is just not possible to offer a full course part-time. You can't be proud of it. Another factor is that an 80-credit course is a "short-course" and cannot be accredited. Therefore 90% of all training in South Africa are short courses

6.2 MANNER OF PAYMENT

The following payment methods may be used:

- Debit order preferred
- Electronic payments via the Internet
- Direct cash deposits at the bank
- Unlock Academy no longer accepts cash as a method of payment for tuition

Please pay special attention in using the correct references.

6.3 BANK DETAILS

FIRST NATIONAL BANK	
Account holder:	Bomb Shelter Pretoria Bikers Church
Account Type:	Cheque
Account Number:	62317 828 905
Branch:	Pretoria North
Branch Code:	251045
Reference:	See references below

Reference: Certificate -   PMT + ID number
Reference: Diploma -   DPD + ID Number
Reference: Bachelors -   B.AT + ID Number
Reference: Honours - AT   HON + ID Number

6.4 APPLICATION AND TUITION FEES

6.4.1 Students have to pay R200.00 non-refundable confirmation deposit before formal registration can take place.

6.4.2 The balance of the class fees is payable in nine (9) instalments from 28 February up to and including 31 October.

6.4.3 No student will be allowed to attend classes if they are not formally registered with Unlock Academy. Study material will be made available to you only after your registration documentation and payment have been received.

6.5 ARRANGEMENTS FOR FINANCIAL ASSISTANCE

Ministry training also involves **character building**. How we handle our financial business is a very important dimension of a Believer's life. The student receives beforehand very clear guidelines as to his or her financial commitment during the academic year. Before committing to a series of payments, the students must be sure of their commitment to follow through on their education. Financial integrity is your greatest testimony.

Students in special circumstances, and who show great commitment towards their studies, may submit a written request to the Financial Administrator who will present it to the Academic Board for evaluation, requesting financial assistance. Please take note that currently Unlock cannot grant students any loans or provide any bursaries. We will however in joint effort with Bomb Shelter Bikers Church, and others, to create opportunities for students to take part in fundraising projects. The profits will be shared equally among the participating students.

It is not Unlock Academy or Bomb Shelter Biker's Church obligation, or your pastors responsibility to raise funds for you. God called you, so you must do something about it. Bomb Shelter's heart is to help you by serving you with opportunities to raise funds for yourself.

Please take note that Unlock increases the course fees from year to year. We strongly advise you to pay all your fees as soon as possible to prevent frustration; this can be done by Student loan or on your Credit Card budget scheme or cash/Debit order.

6.6 DISCOUNT

6.6.1 YEAR PROGRAMMES
A discount of five percent (5%) shall be granted if the full amount of the class fees for the year is paid in full by 30 April.

6.6.2 FAMILY DISCOUNT ON CLASS FEES
Family discounts apply to class fees only. If two (2) or more members of the same household study simultaneously at Unlock, they are eligible for the following discounts:

- Second and successive student: 10% discount

Applications for discounts should be submitted to Administration in writing, supported by certified copies of the following documentation:
   o Marriage certificate
   o Birth certificate(s) of student(s)
   o ID document of parents

Discounts shall be granted in the registration period for the specific year only and not retrospectively.

6.7 FEES IN ARREARS

In cases where students' accounts or other fees have not been settled or paid by the set dates, Unlock reserves the right to refuse to –

- register such students;
- issue such students with the electronic lecturing material; and
- allow such student to attend further classes
- allow such a student to write any exam papers where applicable
The examination results of such students may also be withheld, and Unlock may refuse to issue them with a certificate of good conduct or to confer a diploma or degree on them.

6.8 CANCELLATIONS AND REFUNDS

We believe that each student will be completely satisfied with their studies. If it is necessary for a student to discontinue studies, the following refund policy will apply:

6.8.1 A **written request** for a refund must be received by the office of the Academic Dean.

6.8.2 A valid **reason** must be given for the discontinuation.

(Laziness and offence taken is not a valid reason.)

6.8.3 Cancellation before 15 February: The student will not be liable for any percentage of the full tuition fee for the year, but will forfeit **R200** of the initial payment.

6.8.4 Cancellation from 16 February to 31 March: The student will forfeit **R200** admin fee as well as be liable for **30%** of the full tuition fee for the year.

6.8.5 Cancellation from 1 April to 31 May: The student will be liable for **50%** of the full tuition fee for the year.

6.8.6 Cancellation from 1 June to 31 July: The student will be liable for **70%** of the full tuition fee for the year.

6.8.7 Cancellation from 1 August: The student will be liable for **100%** of the full tuition fee for the year.

6.9 REFUNDING A CREDIT BALANCE ON AN ACCOUNT

6.9.1 A credit balance on a student's account shall be paid out on the written request of the student. Payments are made at the end of each month. Credit notices received later than the 15th of each month will only be paid out the following month.

6.9.2 Should a student cancel his/her studies, the tuition payments made shall not be allocated, assigned, or transferred toward another student's account.

6.10 FEES FOR MENTORS

The mentor's fees are included in the tuition fees and there are no additional fees for the student. This does not include the fee for the Honours to Doctorate candidates. There are other criteria's set out for payment.

6.11 FEES FOR THE GRADUATION CELEBRATION

The study fees include the graduation ceremony, ceremonial dinner, certificate / diploma / degree, and gown at the ceremony. This is applicable only to students graduating. An additional fee ± R150.00 per guest will be charges for all guests who are invited to the graduation ceremony.

6.12 FINAL ACADEMIC CANCELLATION DATES

- Final academic cancelation date for all programmes is **31 July** of the year being registered for.
- Please refer to Rule 6.8 for cancellation credits.

6.13 ADDITIONAL FEES

- Re-marking of assignments: R350.00 per assignment: if Unlock study material is applied by the student
- RPL assessment fee: R275.00 per hour, minimum two (2) hours

7. TUITION MATERIAL AND PRESCRIBED BOOKS

7.1 At the beginning of each academic year, the students will be provided with a list of prescribed books.

7.2 The study fees only include electronic prescribed books which will be e-mailed/CD to each student. This excludes the cost of recommended books, printed prescribed books or training DVD's, which is an optional extra with additional costs.

7.3 Students are not expected to obtain each book, although it will add great value for your personal development and your studies.

7.4 Remember, the study material will be made available to you only after your registration documentation and payment have been received, as per rule 2.1.5.

8. MEDIUM OF INSTRUCTION

8.1 Classes will be presented in both English and Afrikaans according to the lecturer's preference. Instruction and all communication will also be done in both English and Afrikaans.

8.2 Note: English will be the primary language for all tuition material.

9. MENTORSHIP

There is a general acceptance that most people achieve better levels of professional success if they have the guidance and help of a tutor —someone with whom they can discuss their career plans, evaluate options and achievements in addition to working through issues, in other words, mentoring them.

9.1 DEFINITION OF A TUTOR

We define a tutor as 'a suitably experienced person who is willing and able to act as a confidential helper and guide to the student and to stimulate professional development of him/her. A tutor can be seen as a private assistant in distance learning. The personal tutor walks an academic distance/mile with the student to assist in the learning process – this could be an ongoing relationship for years, should the student wish to obtain a degree and further their studies. The student needs someone to give guidance, advice, be a sounding board and offer a wise opinion. Such a Mentor has to have a thorough familiarity in the field of Practical Ministry. It is the responsibility of the Unlock Board of Directors in co-operation with the Academic Dean of Unlock to appoint suitably qualified Tutors to mentor the students.

9.2 WHO CAN BE A MENTOR?

A Mentor has an appropriate qualification and is experienced in the field of e-learning. The Mentor is a person the student respects and can trust. Apart from a good reputation and professionalism, the Mentor must be able to handle some of the necessary evaluation of the student's progress in the programme. The RPL programme permits a person with applicable life experience in the specific field to be of value and assistance to the faculty Dean.

9.3   DESIGNATED MENTOR

When a student register for a programme a Tutor from Unlock will be assigned to the student, who will remain with you for the duration of the programme.

9.4   WHAT IS EXPECTED OF A MENTOR?

Training Institutions like Unlock, are constantly utilizing new technologies to develop distance-learning strategies for Mentors that would be equivalent in methodology and outcome to traditional residential programmes.

The Distance Learning Mentor Model is a popular model adapted to high-tech distance learning and is essentially a high-tech form of the e-learning programme. Technology is used to explain course materials, interact with the Mentor, deliver assignments for grading, take exams, etc. This is when students study in isolation or at a Unlock Satellite Campus, maintaining a healthy level of communication with their Mentor by means of e-mail, telephone, or Skype, etc.

Following are some criteria for a well-constructed programme:

- Credentialed Mentors guide students.
- Mentors have the academic qualifications necessary to anticipate discussions and will also be on hand via email to discuss any questions or problems relating to your studies.
- Discussions are moderated.
- As the Mentor guides a discussion, there is an agenda: to ensure that all programme objectives are met.
- The response time for assignments sent in currently averages between a week and ten working days.
- Your Mentor will comment in detail on the work that you produce.
- The Student will also receive guidance and feedback on, for instance, every written assignment:
- The general layout and usage of fonts, alignment and space in the essay
- The correct usage of a reference system for citation and Bibliography
- The suitability of books or Websites used as source material
- How the evidence found in the source material was analysed (Research Methodology)
- The way in which a logical conclusion was reached
- Formulating and reaching an own conclusion or opinion
- How well the work was formulated (sentence structure etc.)
- Whether reasoning ability was shown
- Whether critical evaluation was applied
- Whether the style is clear enough for others to read
- Whether an understanding of the meaning of words was demonstrated

Since Unlock distance student does not attend classes to hear live lectures, the Mentor creates a learning environment of which Skype is the current method of on-line teaching. It

is essential that the student **read** and **studies** the set section of the material before contact with the Mentor.

9.5 PRACTICAL MARKING

The Mentor is responsible for the marking of assignments and tasks as required for each module. The evaluations are **formative**, which means that the student learns through performing of the task for which an evaluation mark (%) is given. Each Mentor should become familiarised with the Web-access process in order to assist the student. All tests are written on-line by the registered Satellite office student, under the supervision of an assigned tutor.

10. METHOD OF TUITION

The programme is designed in such a way that it gives the student all the information that is required for the qualification from Logos University. To complete a qualification, a student must complete the modules per academic year, which will be the amount of credits needed to obtain the qualification.

10.1 THE STUDENT:

- Prepares by Reading/Viewing the lecture material (making notes)
- Do Online Internet Research to enhance knowledge. This does not mean copy and paste from a website and submit the work as your own. Any work submitted from the Internet, the student will cite it, otherwise it is plagiarism. However, this is not enough; the student will include their own work and insight in the work as well. Students will receive appropriate guidelines in the class.
- Prepares a Report(s) through research reading, analysing and writing
- Ministers and does the practical Task – be it group or self-assessed

   Suggested 4-Phase Method
   - Pre-reading is the Preparation Phase
   - Online Internet Research is the Development Phase
   - Report writing is the Knowledge Impartation Phase
   - Practical skill is the Experience Gaining Phase

By following this method, all the material from the programme will have been processed by the student during ±4,800 hours of academic activity to earn 120 USA credits (or 480 SA/UK credits).

10.2 PRACTICAL EXPERIENCE

Students get hands-on experience by being involved in activities and outreaches, serving the poor and destitute and Prison Ministry. These learning Methods are a form of on-the-job training. Students encounter real needs and problems, are involved in group-work, do projects as part of their practical assignments, work with other cultures, encounter

challenges and find solutions. Lastly, all students are trained in the basic principles of *Research Methodology*; for practical and study purposes, which will eventually lead to a Masters or Doctoral Degree, in the years to come*.*

11.   ASSESSMENT

Definition of assessment: Assessment of student learning is the process of evaluating the extent to which participants in education have developed their knowledge, understanding and abilities.

11.1 TYPES OF ASSESSMENT

Assessment of student learning may be **formative or summative**. Assessment, especially if it is summative, is usually graded. Achievement of satisfactory summative grades is frequently used to signify progress or the achievement of a qualification; i.e., a Degree. Assessment covers the whole development of student learning evaluation, while grading refers to the specific attachment of marks/grades.

The programme work is formative (ongoing), in that it provides an opportunity for   students to be given feedback on their level of attainment; but also it often counts towards the credit being accumulated for a summative statement of achievement.

An end-of-module or end-of-programme examination is designed primarily to result in a summative judgment on the level of attainment the student has reached.

Both formative and summative assessments have a diagnostic function, and this is the format used by Unlock.

11.2 NEW TECHNOLOGY MADE ASSESSMENT POSSIBLE

New technology has made frequent and varied assessments possible in the distance education environment, compared to the traditional learning environment. However, we should remember that the most important thing for assessment in the distance learning environment is to still focus on students' achievement in terms of instructional goals and objectives. Therefore, even though technology can facilitate the process of assessment in effective and efficient ways, Institutes must choose appropriate assessment opportunities when assessments are essential during instruction.

Over the last few decades, many researchers have been convinced that assessment of student achievement in distance learning environments should be integral to instruction, be continuous, and maximize feedback. Unlock is built on these principles.

11.3 PRINCIPLES OF ASSESSMENT

Based on these shared beliefs about distance learning assessment, several principles of assessment are mentioned:

- Assessment instruments and activities should be congruent with the learning goals and skills required of the student throughout a distance education programme.

- Assessment and measurement strategies should accommodate the special needs, characteristics, and situations of the distance student.
- Distance learning students should be given ample opportunities and accessible methods for providing feedback regarding the instructional design of the distance education programme.
- Distance learning and assessment should be considered not only in a Student-centred approach but also in a Mentor-centred approach (e.g., management system).Learning assessment assists students in taking ownership of their learning because the assessment can provide integration of learning and assessment—and also immediate and effective feedback to students. Thus, distance learning assessment systems might have more potential than paper-based assessment systems in terms of access and flexibility for both students and teachers in effective and efficient management.

11.4 SELF ASSESSMENT (Critical for students to comply)

Self-assessment can be a major component of distance education. Some instructors might want to assess student learning only by themselves. However, Unlock believes that it would be very important for students to participate in assessment of their own learning because students can measure their own learning process and achievement.

We emphasized that students can have the ability to determine "if they have arrived at the required instructional objectives"; and that if not, they can repeat the coursework by themselves in order to attain their own goals.

Therefore, each student will have a self-assessment form to complete at the end of each completed assignment, which will be submitted with the assignment (compulsory).

11.5 UNLOCK'S MEANS OF ASSESSING A STUDENT'S WORK

Unlock will utilize of the following assessment methods for the programme:

- **Paper / Essay / Assignments:** Academic written works, other than a written "exam." Would entail more preparation, revision, etc., than simply answering a direct question (as in an exam).
- **Exam / Quiz:** Focused, short-term event used to measure specific learning. Includes written answers to questions, calculations, short answer, multiple choice, fill-in-the-blank etc.
- **Discussion / Chat / Oral Presentation:** Any activity where the student's ability to discuss or debate class-related topics. Also includes "participation", or the extent that students share their opinions or ideas about class-related topics.
- **Project / Simulation / Case Study:** Activities that is more "authentic" or task-oriented than an exam or purely academic paper. Can be a multimedia production, participation in a simulation, written analysis, etc.
- **Reflection:** Activity designed to get students to relate material to their experience (lessons learned, etc.)
- **Portfolio of Evidence(PoE) (collection of individual production):**An integrated collection of a student's work, designed to be taken as a whole. A synthesis of the student's performance over a period of time; viz, an event.

- **Peer evaluations:** Assessment done by a person's peers, usually to measure a student's performance in group activities.

Through the utilization of these seven categories, Unlock ensures authenticity, variety—and that we do not just evaluate students' memory of simple facts and procedures, but higher level thinking and deep understanding (meta-cognition).

11.6   ASSESSMENT PROCEDURE

At the most basic level, institutions are required to provide for assessment and documentation of student achievement in each course and at the completion of a programme. However, Unlock goes beyond that in requiring that measures of educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction be collected.

This information should be provided to students as well as within the Academy and we do this by assessing the student by means of this procedure:

- Formative Assessment of the learning experience progress. Continuous assessment and feedback. Immediate and effective feedback during learning
- Summative Assessment Measuring learning at the end of the process
- Traditional tests
- Individual Assessment: Self-assessment

12.   *EXAMINATION PASS REQUIREMENTS*

All the rules under Section12 shall apply to distance education students, except where indicated otherwise.

12.1   A STUDENT SHALL PASS A SUBJECT WHEN:

12.1.1   A student shall pass a subject or module by obtaining a final mark of 60% or more for that subject or module, and by obtaining a final mark of 60% or more for a subject or module.

12.1.2   The decision of Unlock Academy in respect of practical work and projects that contribute to the calculation of the examination mark shall be final and no student's work shall be re-marked.

12.1.3   The final mark for subjects that are assessed continuously shall be made up from the accumulation of marks obtained for tests, assignments, papers, projects and other opportunity instruments. An accumulated pass mark of 60% is required in continuous assessment subjects.

12.1.4   A student shall pass a subject with distinction by obtaining a final mark of 75% or more in that subject. This implies that the student should obtain an average mark of at least 75% for the related modules (see Chapter 9 in respect of qualifications obtained *cum laude*).

12.2 CONTINUOUS ASSESSMENT

12.2.1   A student shall be successful when the accumulated total of all the assessments equals or exceeds 60%. He or she will obtain a distinction when the accumulated total equals or exceeds 75%.

12.2.2   An accumulated total of less than 60% indicates that the student fails the subject or module and has to repeat it.

12.2.3   The granting of reassessments is not obligatory. A reassessment opportunity may, however, be given to a student who failed a particular assessment opportunity, but attained a minimum mark of between 45% and 48%. Such opportunity follows directly after the failed opportunity.

13. ASSIGNMENTS AND CLASS TESTS

13.1   Students must do all set (prescribed) work and written assignments and write all class Tests.

13.2   Students must regularly attend all lectures, group lectures, seminars, practical sessions and outreaches that form part of their set study programme.

13.3   If there is proof of non-compliance with Rule 13, Unlock reserves the right to cancel a student's registration.

13.4   It is compulsory that all students submit assignments, whether they attend class or not. The assignments are designed to test insight and understanding as the Word says *gain wisdom, and with wisdom gain understanding*, Proverbs 4:5, 7.

13.5   All assignments are of a practical nature, including written work, practical experience and accomplishment. To enjoy the full benefit of their programme, students should discipline themselves regarding punctuality for completion of assignments (workbooks, reports and tasks).

13.6   Deadline dates: If a student is late on a deadline date for an assignment, the assignment will not be marked. If a student has missed two (2) deadline dates an appointment will be made with the Academic Board to assess his/her studies for the rest of the academic year.

14. STUDENT RECORDS: INFORMATION MUST BE PERMANENT

Unlock staff will not rely on their personal knowledge of students. All personal details and earned credits will be transcribed onto a permanent paper-based set of documents. This should be backed up by a computerised database system. There are basic forms for recording students' vital permanent information, registration details and course marks.

15. ASSESSMENT RECORD

All the marks of the three levels (completed over three years) are recorded. Every assignment has a self-assessment as well as Mentor assessment section. All records are stored at Unlock electronically and on hard copies.

16. EXPECTED STANDARDS: ACADEMIC STUDIES

In the land of "Academia" we learn about a field of knowledge through writing about it. This form of writing usually has a serious style, intended for a critical and informed audience,

based on closely-investigated knowledge, and puts forward or suggests ideas or arguments. It has a high standard. Writing is a process of reading and organising, planning and researching, using a range of sources, giving attention to style, grammar and punctuation.

16.1 OBJECTIVES FOR PRACTICAL MINISTRY PROGRAMME STUDENTS:
In Preparation for a Degree

- **Research**
  In preparation to further your studies: Use appropriate strategies to write in an expository format employing supporting evidence. Understand and use research methodologies. Formulate research questions, refine topics, develop a plan for research and organize what is known about the topic. Use research to support and develop your own opinion. Collect information to develop a topic and support a thesis. Find a variety of sources such as books, magazines, newspapers, journals, periodicals and the Internet and use them properly.

- **Organizing**
  Understand the concept of plagiarism and how to avoid it. Understand rules for paraphrasing, summarizing and quoting sources. Evaluate sources critically, discerning the quality of the materials, qualifying the strength of the evidence and arguments, determining their credibility, identifying bias and perspective of the author. Select relevant sources, appropriately include information.

- **Writing**
  Logically introduce and incorporate quotations; identify and describe different perspectives; synthesize information in a logical sequence; identify complexities and discrepancies in information; and offer support for conclusions.

16.2 OUR AIM FOR POST-GRADUATE CANDIDATES
Once the student has completed his/her three year Bachelor's Degree and the qualification has been conferred, Unlock then assists candidates to determine their focus of research in a specific field of expertise. The student completes the writing of lifelong learning in one field, laying the foundation of an advanced and specialist knowledge base for their research, through a selection of courses; mastering the precise requirements of structuring research through a written proposal, and completing a dissertation in its various stages of academic writing - in order to obtain a Master's Degree in your field of speciality.

16.3 THE AIM OF REPORTS AND ESSAYS
A student is assessed on his/her ability to integrate knowledge gained through reading, by means of assignments which require the writing of a Report or an Essay. Aspects of this ability are that:

- The student has a basic knowledge, or fact basis of the field
- Understands relationships between different bodies of knowledge
- Has skills in research, selection of facts and logical arrangement
- Can formulate reports, has a good grasp of language and use of words

- Has a feeling for a pleasant, clean presentation of formatting & lay-out
- During the progression of the learning programme, the student's abilities and skills are shaped and improved in all these aspects of academic learning.

16.4 SOURCE MATERIAL

During research, the student, having a basic knowledge of the field of learning (in which a report or essay must be written), searches for additional facts—finding materials that are relevant (selection), varied and interesting. This is in itself an achievement.

16.5 INSUFFICIENT PROOF OF ABILITY

Work that contains large portions of **copied** material cannot be marked for formulation, practicality, logical thought, presentation, use of language or selection of appropriate words. These are essential components of academic writing. Reading of the Report Writing Guide substantiates this. **Copying – Plagiarism is out!!!**

16.6 QUOTATION REQUIREMENT

The requirement/allowance of included quotations in a report or essay calls for a proper method of quoting the source (MLA Method). Indications as to the volume, frequency or extent of quoting are provided in the above-mentioned guide and will be issued to the student. Other than excerpts used to enhance a text that is written by the student to show all skills and abilities, any level of plagiarism is unacceptable to the Unlock. It is the prerogative of Mentors to provide copied and referenced material to students, as long as this is within the boundaries of the copyright law.

17. CLASS ATTENDANCE /ATTENDANCE OF SKYPE SESSIONS

17.1 The students who attend class have the additional responsibility of 100% class attendance.

17.2 At the end of the year, 25% of the marks are allocated for class attendance.

17.3 Registered long-distance students will receive on-line lectures via Skype. Marks for class attendance will be allocated in the same way as for students that attend classes in person. The Academic Dean will arrange for regular visits to long-distance students. These visits are to recap the study material handled during a specific period but more importantly to minister personally for the students and to impart into their lives.

17.4 The student has the responsibility to inform his/her Tutor and the Academic Dean, **in writing per e-mail only**, of a possible absence! Students who participate in outreaches might not be able to attend a class. A student who attended the outreach is marked as present. However, they must inform their Tutor in time of such a scheduled absence. Students must then write a report on the outreach, signed by their pastor/leader, and submitted before the next class.

17.5 Class attendance is part of your integrity testimony. Classes should be of upmost importance to you, above any other external events like bike rallies, "day jols", and any other event that prohibits you from growing in class. You said "YES" to God's call, so in every instance make it priority to be in class.

17.6 Students under the influence of alcohol or any other substance will not be allowed to attend class. You are an ambassador of the Kingdom and you must not allow yourself to be an obstacle of any other believer's downfall.

17.7 Class attendance records will be based on a sign-in class attendance register that will be circulated during each class. However, a lecturer may adopt a different procedure for monitoring class attendance. It is the responsibility of each student to ensure that he or she signs the class attendance register prior to the end of each class. Students who fail to sign the class attendance register will be considered absent.

17.8 If there is proof of non-compliance with the class attendance requirements, Unlock reserves the right to refuse such a student examination admission. If a student failed to get examination admission as a result of non-compliance with the class attendance requirements, such student shall still be liable for full class fees.

17.9 Absence, with or without an excuse, does not relieve a student of any subject requirements.

17.10 Absence with an excuse is limited to absence related to medical conditions, family emergencies such as funerals, and official Unlock activities.

17.11 Excused absence related to medical conditions and family emergencies such as funerals must be supported by appropriate supporting documentation, to be presented to the lecturer and Academic Dean prior to the student's absence or within two days after the student's return to class.

17.12 It is the student's responsibility in all instances to request permission for absence from class and to discuss with the lecturer concerned how the absence will affect his or her ability to meet the subject requirements. While the lecturers should, as far as possible, endeavour to accommodate, within reasonable limits, absence with an acceptable excuse, consistent with subject requirements, students should realise that not every subject can accommodate absences and that being absent will not absolve them from meeting subject requirements.

18 DRESS CODE FOR STUDENTS

As a student of Unlock, you are expected to be dressed neatly and respectably at all times. Students are expected to maintain a proper standard of personal care in accordance with the prevailing norms of good taste.

19. ISSUING OF CERTIFICATES, DIPLOMAS AND DEGREES

19.1 A certificate, diploma or degree will be issued to a student who meets the requirements for obtaining such a qualification. A qualification means a formal recognition and certification of learning achievements awarded by an accredited provider. It also signifies and formally certifies the demonstrated achievement by a student of a planned and purposeful combination of learning outcomes at a specified level of performance.

19.2 Certificates, diplomas and degrees will only be conferred on the dates of Unlock Academy's official graduation ceremonies. Candidates who cannot attend these graduation ceremonies may request that their certificates be collected or posted after the date of the ceremony.

19.3　Original qualification certificates will not be reissued to students in cases where the original documents have been lost, damaged or destroyed. Only a duplicate qualification statement will be issued.

19.4　Qualifications are conferred *cum laude* in the following cases:

To obtain a qualification *cum laude*, the average mark for all subjects, including exit- level subjects, or the final mark for dissertation or mini-dissertation, must add up to 75%.

If a student passes all the set subjects in the first examination, and may not fail an examination in any subject or module at any level in the programme of his or her studies in respect of a qualification

19.5　A candidate will be entitled to all the privileges associated with the qualification only after it has been officially awarded at a graduation ceremony of Unlock Academy.

19.6　A qualification certificate will be issued only in the name(s) and surname of the student as indicated on the admission documentation pertaining to the qualification awarded.

19.7　Students who have satisfied all academic requirements for the issuing of a qualification, but whose accounts have not been settled by the required dates will not be invited to a graduation ceremony. The qualification will not be conferred in such cases and neither a statement of completion of the qualification, nor an academic record will be issued until all outstanding accounts are settled in full.

20.　ORDINATION

After your third year of study you will be afforded the opportunity to be ordained as a pastor at the Church where you are currently submitting and worshipping. Your appointment as a pastor is totally at the discretion of your Church and its executive board and your relationship with them. By receiving your Bachelors in Practical Ministry does not automatically guarantee that you will be ordained as a pastor.

21.　STUDENT BEHAVIOUR, CONDUCT & VALUES

21.1　Unlock is a ministry of excellence which aims to establish Biblical Standards. As such, we ask students to act with the same standards of excellence.

21.2　All students/learners will live a Bible based lifestyle and observe all instructions, Covenants and Eternal Statutes of the Living God, whilst they are a student at Unlock. By living such a lifestyle, they will see the life-changing power of God in action. Should a person lapse into sin, the Academic Board will pick that person up and nurse them back to victory, without judgment or condoning their sin.

21.3　**VALUES**

Hear, O Israel: The Lord our God, the Lord is one. Thou shalt love the Lord your God with all your heart, and soul, and strength. Deuteronomy 6:4-5.

- **Love for YHWH**

  You shall walk in all the ways which the Lord your God has commanded you, that you may live and that it may be well with you, and that you may prolong your days in the land which you shall possess. Deuteronomy 5:33.

- **Obedience to YHWH**

  For I am the Lord your God. You shall therefore consecrate yourselves, and you shall be holy: for I am holy, Leviticus 11:45.

- **Unity of the Body**

  There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female: for you are all one in Messiah Yahshua. Gal 3:28.Unlock is committed to communicating its values to men and women. Through this process, it is believed that its students will take ownership of the vision of living a passionate, holy life in total subjection to the Lord and will gain the skills necessary to communicate this vision to others. Life through the Messiah Jesus is victorious over sin, is purpose-oriented, and committed to sharing the Grace of our Messiah with others.

21.4 **Students of Unlock are expected to adapt his/her lifestyle to the standards YHWH has laid out for us in His Word – in the Old and New Covenants.**

21.5 By enrolling as a student at Unlock, you are agreeing to live according to these standards. Policies and standards for conduct shall apply to conduct that occurs on the Unlock Campus, at the job site, and in one's home. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a qualification, as well as during the academic year and between the terms of actual enrolment (and even if their conduct is not discovered until after a degree is awarded). Unlock reserves the right to interpret policy/scriptures and to apply the intent of the policy judiciously, depending upon the circumstances.

The Word of YHWH teaches individual responsibility for behaviour. Man can choose behaviour that pleases Him and hallows relationships between people.

21.6 Failure to obey YHWH's commandments as outlined in the Bible may result in disciplinary action and sanctions. Each student associated with Unlock is expected to be familiar with God's Commandments as taught in the Bible and committed to obedience to His commandments through the empowering of the Ruach HaKodesh (Holy Spirit).

22. STUDENT DISCIPLINE

22.1 As per rule 21.6, disciplinary action will be taken against any student that does not behave according to the values set out in Section21.

Further ground for disciplinary action:

22.2   Refusal to obey any fair or reasonable instruction or request of any statutory body, lecturer or member of the Academic Board.

22.3   Being under the influence of alcoholic beverages or drugs while participating in the activities of the Unlock Academy or where the student may be identified with the activities of the Unlock Academy or any abuse of alcoholic beverages or drugs on University premises or premises controlled by the University.

22.4   Improper, disgraceful or indecent behaviour on any premises of the Academy or premises controlled by the Academy or at any other place where the student's behaviour is identifiable with or can possibly be identified with Unlock Academy.

22.5   Handing in any written assignment for assessment in which the essential parts of the assignment have been copied from the work of another person, or any form of plagiarism.

23.   STUDENT'S UNDERTAKING-RULES & REGULATIONS

Unlock is a ministry of excellence which aims to establish Biblical Standards. As such, we ask students to act with the same standards of excellence.

Each student must commit to the following:

I understand the purpose of Unlocks' formal Practical Ministry Training Programme and I am prepared to engage in serious study and application of YHWH'S Word in my life. I understand the tuition requirements and the responsibility involved.

I have read the Prospectus and understand all the policies and rules therein. I make a commitment to the Unlock Programme, and agree to abide by its rules and regulations.

I will be an example of good character and conduct at all times and in all places while I am a student. I understand that studying through Unlock is a privilege, and that the administration has the right to require withdrawal of a student at any time to safeguard the ideals of discipleship or moral atmosphere.

I hereby indemnify Unlock from any claims of compensation regarding personal loss, damages to personal property due to fire, theft or natural occurrence that may occur during my studies. I hereby agree that I am attending all classes, outreaches and events organised by Unlock entirely at my own risk and indemnify Unlock and the Academic Board against any damage sustained to my person or belongings.

24.   TERMINOLOGY IN THIS DOCUMENT: Key Words

Certain 'educational' words have been used to bring out specific meanings. These will help you to understand some of the unique Christian and Messianic concepts.

INSTITUTE: An institute is a permanent organizational body created for a certain purpose. Often it is a research organization (research institution) created to do research on specific

topics. An institute can also be a professional body. In some countries, institutes can be part of a university or other institution of higher education.

TUITION CENTRE (abbreviated as 'TC') broadly used in place of Bible School, this is commonly the term used for Messianic Community-based centres.

STUDENT(S) Is used in preference to Student(s); someone who is enrolled to a course.

MENTOR(S)/TUTORS Is the single-most important descriptor in our vocabulary and methodology. It underscores the very heart of our philosophy and methodology. Every student mentored through the Unlock Academy experiences a process of growing. To us, the traditional correspondence way of distance learning is totally acceptable. It is not opposed to the principle of mentorship, as this can easily be bridged by the latest e-learning technology. Various designated role-players are responsible for this aspect of Biblical learning.

Terminology
"**Credit accumulation**" means that a student will do everything to total up the required credits to complete a qualification or a part qualification.

"**Credit transfer**" means the relocation of credits towards a qualification or part qualification on the same or different level (up-down), usually between different programmes, departments or (across) different institutions.

"**Credit Accumulation and Transfer** (CAT)" means an arrangement whereby the diverse features of both credit accumulation and credit transfer are combined to facilitate lifelong learning needed to access to the workplace.

"**Informal learning**" means learning that results from daily activities related to paid or unpaid work, family or community life, including incidental learning.

"**Learning programme**" means a purposeful and structured set of learning experiences that leads to a qualification.

"**Lifelong learning**" means learning that takes place in all sorts of contexts in life from different lifelong perspectives. It includes learning behaviours (doing things) and obtaining knowledge, understanding, related attitudes, values and competencies for personal growth, social and economic wellbeing, democratic citizenship, cultural identity and, especially, employability.

"**Non-formal learning**" means planned educational studies and experiences that are not intended to lead to the awarding of a (part) qualification.

A **part qualification** is an assessed unit of learning that is part of a qualification.

"**Professional body**" is a body of expert practitioners in an occupational field.

"**Recognition of Prior Learning** (RPL)" means the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.

CONCLUSION

This programme has been developed by a dedicated team of Unlock staff whose aim was to provide an in-depth theoretical and practical course—one which would equip Believers, to make Disciples and train Leaders for their calling.

Unlock has also developed various other programmes which are unique in that it provides a balance between Biblical Ministry and implementing of the theory into practice. Students are enrolled throughout SA and abroad, because these programmes are on an *internationally accepted standard*. We are proud to enjoy the benefits of *sound accreditation* which proudly connects us to leading Universities.

In conclusion, distance education with modern technology contact on a global basis, between student and mentor is acceptable to us, and therefore we still fulfill Jesus' Great Commission.

LOGOS IS AFFILIATED WITH THE FOLLOWING BODIES

- *Association of Christian Schools International. www.acsi.org*