

Level 5 Diploma **CHAPLAINCY**



Course handbook
2025



Contents

WELCOME	3
PROGRAMME AIMS AND OUTCOMES	4
PURPOSE AND OPPORTUNITIES	4
OUTCOMES	4
GRADUATE ATTRIBUTES	4
ACCREDITATION INFORMATION.....	5
NZQA.....	5
ASSEMBLIES OF GOD IN NEW ZEALAND.....	5
OTHER LINKS	5
FACULTY	6
ADMISSION	6
ADMISSION REGULATIONS	6
ADMISSION POLICY	7
OTHER REQUIREMENTS.....	7
CREDIT	7
POLICY FOR AWARDING CREDIT	7
CROSS CREDITS, CREDIT TRANSFERS, RPL	8
CREDIT TRANSFERS FROM OTHER INSTITUTIONS.....	9
REGULATIONS	9
COMPLETION REQUIREMENTS.....	9
REGULATIONS FOR THE FOUR CHP CHAPLAINCY PAPERS.....	9
GRADUATION REQUIREMENTS.....	9
ASSESSMENT.....	10
EXTENSIONS FOR ASSIGNMENTS	10
RESUBMISSIONS AND RESITS	11
APPEALS	11
CURRICULUM	12
ATTENDANCE	12
SUBJECT AVAILABILITY	12
PAPER DESCRIPTIONS.....	13

WELCOME

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

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

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

Leeana Kukutai

National Director

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

Margie Lamborn
Head of Studies
Alphacrucis College
60 Rockfield Road, Penrose
Auckland.

Email: Margie.lamborn@acnz.ac.nz
Phone: 027 305 4480

PROGRAMME AIMS AND OUTCOMES

PURPOSE AND OPPORTUNITIES

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

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

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

OUTCOMES

A graduate from this programme will be able to:

- Evaluate and apply a broad understanding of theology and biblical foundations based on textual interpretation and religious practice.
- Evaluate a ministry programme based on strategies that integrate personal and community faith journeys and the social, cultural and other contextual considerations of defined groups.
- Integrate and apply biblical theological and practical skills to the specific role of chaplaincy
- Facilitate worship and pastoral care practices to provide leadership and the direction of groups in the broader community with those needs

GRADUATE ATTRIBUTES

Attribute 1. Christian Worldview:

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

Attribute 2. Integrity and Justice:

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

Attribute 3. Communication:

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

Attribute 4. Personal and Social Skills:

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

Attribute 5. Critical and Creative Thinking:

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

Attribute 6. Professional Knowledge:

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

Alphacrucis is required to ensure that all our programmes are consistent with not only the graduate outcomes for this programme but also with other providers across New Zealand. Consistency of graduate outcomes provides assurance that all graduates of New Zealand qualifications meet the outcomes to an equivalent, nationally acceptable standard. Assuring national consistency supports the credibility of New Zealand qualifications, both in New Zealand and internationally.

ACCREDITATION INFORMATION

NZQA

Alphacrucis is registered as a Private Training Establishment accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989. The college holds a Category 2 status, meaning NZQA is Confident in its Educational Outcomes and Self-assessment capability. Alphacrucis College has NZQA approval for this programme and accreditation to deliver it.

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ASSEMBLIES OF GOD IN NEW ZEALAND

Alphacrucis is the national ministry training college of the Assemblies of God in New Zealand Inc.

OTHER LINKS

Alphacrucis has relationships with many other Pentecostal and Charismatic churches and movements, and also participates on a regular basis in meetings of the Christian Theological and Ministry Education Sector (CTMES), and the Association of the Pentecostal and Charismatic Bible Colleges of Australasia (APCBC).

Alphacrucis has links with the Asia Pacific Education Office of the Assemblies of God (APEO).

Links have been developed with many Bible colleges and schools in New Zealand and overseas, including the Asia Pacific Theological Association of the Assemblies of God (APTA), of which the College is a charter member.

FACULTY

Lecturer	Subject Area
Steve Allen	Theology
Robert Coenradi	Practical Ministry
Dr Sean du Toit	Biblical Studies
Dr Michael Frost	Theology
Kerry Gordon	Theology and History
Peter Tate	Leadership
Stephen Gerbault	Biblical Studies
Peter Coventry	Chaplaincy

ADMISSION

ADMISSION REGULATIONS

Domestic Student Entry Requirements:

Applicants must have:

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

Students must be 17 years of age or over.

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

A satisfactory pastoral reference.

International Student Entry Requirements:

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

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

- IELTS academic score of 5.5 with no band score lower than 5, or;
- TOEFL (pBT) score of 550 (with an essay score of 5 TWE), or;
- TOEFL (iBT) score of 46 (with a writing score of 20), or;
- University of Cambridge English Examination FCE or FEC for schools with a score of 162 and no less than 154 in each skill, or;
- NZCEL Level 4 qualification (with the academic endorsement), or;
- Pearson Test of English (Academic) score of 42, or

- City & Guilds IESOL B2 Communicator with a score of 42, or;
- complete two years study at a New Zealand secondary school and achieve either NCEA Level 3 or New Zealand University Entrance or both.

Please also note that any internship placement with an organisation that involves engagement in children's work must meet compliance with the requirements and regulations regarding safety checks as set out in the Vulnerable Children's Act 2014.

ADMISSION POLICY

Admission to the Diploma in Chaplaincy is determined by application. In deciding whether or not to admit a student, the College will take into account:

- Satisfactory fulfilment of entry requirements
- The application form and its content

The College retains the right to refuse admission to a programme if the student is deemed to be unlikely to cope academically, or if the application form or character references indicate that a student is likely to struggle with college life and college discipline.

OTHER REQUIREMENTS

To successfully complete the course, students will require regular access to a computer and the internet.

CREDIT

POLICY FOR AWARDING CREDIT

Policies for awarding credit are outlined as follows:

1. The determination whether a candidate has satisfactorily completed a paper is made by the Academic Committee on the recommendation of the Programme Director or Head of Studies in which the paper is offered.
2. In order to complete a paper satisfactorily and to gain the number of credit points specified for that paper a candidate shall:
 - attend classes as required by the Attendance Policy of the College
 - complete required assessments as outlined in the paper
 - reach a satisfactory level of achievement in assessments as outlined in the paper
3. Where a candidate is prevented by unavoidable disruption from satisfying the requirements the policy for aegrotat passes will be followed
4. Students must satisfy the requirements of all the Learning Outcomes in order to pass each paper and achieve the qualification.
5. Late assignments will attract a penalty of 3% per day up to a maximum of 21%. No essay will be accepted more than one calendar week after the due date.
6. All assignments must be typed. Hand-written assignments will be returned to the student and will incur the 3%/day penalty until submitted in an acceptable format.

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

CROSS CREDITS, CREDIT TRANSFERS, RPL

Cross Credit Policy

Cross-crediting may be available for a student who has qualified for a Diploma or Certificate at Alphacrucis, or a student who did not complete, or was not a candidate for an award but who successfully completed one or more papers from a Schedule of Papers of Study at Alphacrucis. Cross credit may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the Paper.

If the applicant is eligible for credit for previous studies, they should request advice from the Head of Studies about credit when accepting the offer of admission.

The application process for Cross-Credits includes the following:

1. Student to Complete Application Form

An application form is available from the Registrar's office or can be downloaded from the College website (acnz.ac.nz), or from Moodle. Students are to complete the application form and lodge it with the Registrar. Applications for cross credits are free.

2. Assessment of Cross Credit Application

The Registrar's forward to the Programme Director for approval or otherwise. A student refused credit may appeal through the normal mechanisms provided for in the Student Handbook.

3. Approval

If cross-credits are approved for a particular paper, the Registrar will record 'Cross-credited' on the Record of Learning for the relevant student.

Credit Transfer Policy

Credit transfer refers to credit that is awarded on the basis of prior formal learning or study at another tertiary institution. Credit transfer may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the Paper.

If the applicant is eligible for credit for previous studies, they should request advice from the Head of Studies about credit when accepting the offer of admission. Please note that credits gained before 2007 may not be eligible for cross credit.

The Head of Studies is responsible for overseeing the credit transfer applications and will report to the Academic Committee all credit transfers awarded once per Semester.

Recognition of Prior Learning

Recognition of prior learning (RPL) refers to learning that has taken place outside of formal education and training, including knowledge, skills, competencies, and attributes which may have been learnt during work experience, through involvement with community organisations or activities or sporting groups and activities, or through general life experience.

RPL can be used in two ways: first, to gain access to a course or qualification or for credit in the CCM. RPL is different to credit transfer because the student is *being assessed* to determine if they have met the learning outcomes in a particular paper outside of formal education. In determining the

applicability of RPL, the Academic Committee may require assessment including (but not necessarily limited to) methods such as:

- a) preparation of a portfolio with examples of previous work;
- b) letters from employers or community leaders explaining applicant experience, responsibilities, skills and capacities;
- c) a direct assessment of applicant skills by requiring the applicant to perform the skill;
- d) a 'challenge' test, which requires the applicant to undergo assessment to see if the applicant has met the required standards;
- e) a reflective essay combined with other evidence, where the applicant explains what you have learnt, how they learnt it, and how it relates to their current course or qualification; or a combination of all these methods.

CREDIT TRANSFERS FROM OTHER INSTITUTIONS

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

From Diploma programmes:

- **Where the other institution has an articulation agreement with Alphacrucis:**

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

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

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

REGULATIONS

COMPLETION REQUIREMENTS

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

REGULATIONS FOR THE TWO CHP CHAPLAINCY PAPERS

- a. Students must do the papers in the order specified.
- b. Students must complete 100 hours of practical chaplaincy experience in the community during the course.
- c. Completion of the two chaplaincy CHP papers will enable members of NZ Assembly of God churches to apply for a Chaplaincy credential with the NZAG. Members of other church groups need to obtain a credential through their own church organisations.

GRADUATION REQUIREMENTS

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

- a) Meeting the Diploma regulations
- b) Accounts department clearance

c) Library clearance

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

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

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

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

ASSESSMENT

Assignments, Tests, Examinations

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

Grading Policy

- A candidate's grade for a paper offered by the College is determined upon an assessment of performance in required coursework and/or examinations.
- Grades for assessments and overall papers for a candidate are recorded as follows:

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

EXTENSIONS FOR ASSIGNMENTS

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

- Medical illness (certified by Doctor's Certificate)
 - Extreme Hardship
 - Compassionate Grounds
- Requests for extensions **must be submitted** via the link found on the Moodle website
 - Requests for extensions must be made before the due date of the assignment
 - Requests for extensions should **not** be made to individual lecturers
 - In extreme cases, students who are unable to complete the assessment for a paper due to extenuating circumstances, will, subject to approval by the Academic Committee, receive an

'Extension' (E) grade for that paper. The student then has a period of time determined in discussion with the lecturer (usually one month - maximum of 60 days) to complete any/all assessment for that paper. The student will incur no financial penalty in this case, due to the extreme nature of his/her situation. Further, once any/all forms of assessment have been submitted, the 'Extension' grade will be replaced by the new grade.

- Extensions will not be granted for reflections where the contribution to the final grade is less than 5%

RESUBMISSIONS AND RESITS

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

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

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

APPEALS

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

Discuss the Result with the marker

- If a student has reason to believe that an error has been made or an injustice exists after receipt of notification of paper results, the student may discuss such matters with the marker responsible for that aspect of the paper.
- The purpose of this initial phase is to clarify the result and to correct incorrect perceptions and misunderstandings.
- This phase may be resolved by the student accepting the result, or the marker determining to re-address the issue (i.e. supplementary, re-marking of paper, etc.)

Lodgement of Appeal

- Should the student not be satisfied with the outcome of such discussions, the student may apply for a review of the matter and/or re-grading of the assessment.
- Applications must be submitted, in writing, to the Academic Committee within fourteen (14) days of the publishing of the grade.
- All applications must be accompanied by supporting information and documentation. The specific

grounds on which a request for a review is based must be stated clearly.

- Such reviews could lead to no change or to either a less favourable or more favourable outcome for the student.
- The review shall be completed by the relevant department head (Alphacrucis) and one or two other faculty, apart from the marker.
- After the review has been completed, students should not expect staff members to respond to informal approaches or pressures.
- Notice of the outcome of any review will be communicated in writing to the student requesting the review.

Aegrotat

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

Appeals to NZQA

Should a student believe that the above process has been unjust the student may lodge a claim with the Disputes Resolution Service: <https://tedr.org.nz/>

CURRICULUM

Students will need to successfully complete the following papers:

	Component (Subject)	Level	Credit	Subject Code
1	Narrative of the First Testament	5	15	BIB101
2	Writings of the New Testament	5	15	BIB102
3	Understanding the faith	5	15	THE101
4	Communicating the Gospel	5	15	MIN102
5	Chaplaincy Practice 1	5	30	CHP101
6	Chaplaincy Practice 2	5	30	CHP102
	Total Credits		120	

ATTENDANCE

Where students are studying the subject by distance the submission of assessment material by the required dates and accessing lectures in Moodle is evidence of attendance. When any student's attendance falls below 80% the attendance record will be referred to the Head of Studies and may result in the student not being awarded the Certificate.

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

SUBJECT AVAILABILITY

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

- Online, and blended & online

PAPER DESCRIPTIONS

BIB101 Narrative of the First Testament

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

BIB102 Writings in the New Testament

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

THE101 Understanding the Faith

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

MIN102 Communicating the Gospel

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

CHP101 Chaplaincy Practice 1

The aim of this paper is to introduce students to the foundational elements and skills of chaplaincy and the chaplain's role in contemporary society. Students will learn how to apply core chaplaincy skills and knowledge in supervised chaplaincy-appropriate settings.

CHP102 Chaplaincy Practice 2

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