

TAHLEE BIBLE COLLEGE



PROSPECTUS

Certificate III and IV in
English Proficiency

Tahlee Bible College

via Karuah NSW 2324 Australia

Phone: 02 4997 3003 Fax: 02 4997 3272

Email: info@tbc.edu.au

Website: www.tbc.edu.au

Tahlee Ministries Inc. trading as Tahlee Bible College
RTO: 5185 - ABN: 46 325 913 900

This Prospectus gives you an insight into the character of Tahlee Bible College as well as answering the most commonly asked questions. If you are interested in studying at Tahlee then please contact us for an Application Form:

info@tbc.edu.au

Contents

Courses offered	3
Summary of modules	5
Accreditation	9
Features of the courses	10
College Programme	10
College Awards	11
Financial Information / Fees Policy	11
Administration	13
Location and travel	14
Campus Facilities	14
Tahlee Life	15
Children	15
Faculty	16
Student Support	17
Appeals	17
Deferring, suspending, cancelling enrolment	17
Responsibilities of Tahlee Bible College to Students	18
Students' Rights and Responsibilities	19
Code of Conduct	19
Tahlee - A Place in History	20
Tahlee Bible College Today	20
Mission Statement	21
College Campus Map	21
Doctrinal Basis	22
Privacy Policy	22

Tahlee Bible College offers...

Certificate III in English Proficiency

(Accredited under the Training and Skills Development Act, 2003 - Nat. Code 40494SA)

and

Certificate IV in English Proficiency

(Accredited under the Training and Skills Development Act, 2003 - Nat. Code 40495SA)

The **Certificate III in English Proficiency** is designed to improve students proficiency in English from a level of ISPLR 1+ (IELTS 4) to ISPLR 2+ (IELTS 5). It is strongly focused on students learning spoken, listening reading and writing skills, with some emphasis on the Australian workplace environment. The skills that are learnt when students study the Australian workplace environment are essentially cross-cultural communication and anthropological skills and will be transferable to any national or cultural situation in which graduates of this course may work.

The **Certificate IV in English Proficiency** is designed to improve students proficiency in English from a level of ISPLR 2+ (IELTS 5) to ISPLR 3 (IELTS 6). It is composed of two parts. There are six core modules that will enable successful students to achieve the required English proficiency outcomes across all aspects of English language usage (e.g. literacy, verbal). There are a number of elective modules that will extend students' abilities in various areas, such as listening, speaking, business and formal English, reading and writing, vocabulary, depending on interest. Some electives will include skills that apply to cross-cultural work/ministry situations and improved understanding of the Bible in English translations.

Length of the courses:

(Includes two weeks holiday. Orientation for one week will be held before the course commences.)

The **Certificate III in English Proficiency - 20 weeks**, February to June + Orientation week

The **Certificate IV in English Proficiency - 21 weeks**, July to December + Orientation week

Admission Requirements:

There are no formal entry requirements for the courses. However, prior to enrolment, the student's proficiency in the English language needs to be assessed unless the student can provide a current language assessment from another RTO.

Applications for admission for students for whom English is a second language, must be accompanied by a result in English testing as follows:

Certificate III: Not less than ISPLR 1+ or IELTS 4

Certificate IV: Not less than ISPLR 2+ or IELTS 5

Admission Procedure

Applicants are required to complete application forms to enrol in a course and to be a resident at Tahlee Bible College.

Courses

Certificate III in English Proficiency

Total hours 360

STAGE ONE

Orientation to Study 3A
Speaking and Listening (Personal and Co-operative) 3A
Speaking and Listening (Procedural and Technical) 3A
Reading and Writing (Personal and Co-operative) 3A
Reading and Writing (Procedural and Technical) 3A
Australian Systems and Society 3A

STAGE TWO

Orientation to study and Advanced Learning 3.
Speaking and Listening (Personal and Co-operative) 3
Speaking and Listening (Procedural and Technical) 3
Reading and Writing (Personal and Co-operative) 3
Reading and Writing (Procedural and Technical) 3
Oral Presentations 3

Certificate IV in English Proficiency

Total hours 400

CORE MODULES

Orientation to Advanced Learning 4
Speaking and Listening 4
Reading and Writing 4
Oral Presentations 4
Preparation for Field Experience
Field Experience (minimum 30 hours)

*Plus 220 hours of
elective modules*

RECOMMENDED ELECTIVE MODULES

Australian Studies
Grammar for Formal Purposes (15 hours)
English Language Skills for Presenting Information (40 hours)
Listening Skills Extension
Individual Language Research 4 (20 hours)
Dealing with Conflict (20 hours)
Introduction to Business English
Presenting Information (20 hours)
Spelling for Formal Purposes (20 hours)
Reading and Writing Extension
Punctuation for Formal Purposes (10 hours)
Vocabulary for Formal Purposes (15 hours)

Certificate III in English Proficiency Brief Summary of Modules

Orientation to Study 3A (30 hours)

This module requires students to demonstrate a wide range of learning strategies and identify which are most suited to themselves, and teaches them the basic language-related skills to find work, training or other community involvement. While this module is based on the Australian work environment, students will learn some cross-cultural skills that will help them in their work/ministry in other cultural contexts.

Speaking and Listening (Personal and Cooperative) 3A (30 hours)

In this module students will learn how to listen and participate in informal and group conversations. Topics covered include responding to questions, expression, informal language, and the mechanisms needed for telling stories and events (sequencing, pronunciation, verb forms, flow of time, narrative devices, ask questions of listeners, etc).

Speaking and Listening (Procedural and Technical) 3A (30 hours)

Similar skills to Speaking and Listening (Personal and Cooperative) 3A, are taught in this module but in formal or public settings.

These two Speaking and Listening 3A modules, while designed for the Australian context, will allow students who will work in other cultural contexts to gain skills in cross-cultural communication by exposing them to the conventions of informal and formal English speaking. The skills learnt will enable them to learn the conventions of speaking in other cultural contexts.

Reading and Writing (Personal and Cooperative) 3A (30 hours)

Students learn to read and write a range of text types in English of personal or social relevance (fictional and non-fictional). Texts from the Bible will be included as text types in this module.

Reading and Writing (Procedural and Technical) 3A (30 hours)

This module teaches similar skills to Reading and Writing (Personal and Cooperative) 3A, but for formal or public texts. Specific skills learnt include the interpretation of texts, finding specific information from texts, and writing for specific or formal purposes. Texts from the Bible will be included as text types in this module. The skills learnt here are necessary for work/ministry in the international environment.

Australian Systems and Society 3A (30 hours)

Students will become familiar with Australian social issues, government and politics, and legal rights, to analyse such things, and discuss such things with others. Though this module is focused on the Australian situation, students who will work in other cultural contexts will learn skills that will enable them to analyse any society, which will be extremely valuable in other contexts.

Courses

Orientation to Study and Advanced Learning 3 (30 hours)

This module teaches students skills that will enable them to study, such as time management, the use of technology for study, and goal setting and implementation. This module also makes students aware of the expectations placed on them while studying the course (e.g. assessment strategies, deadlines, class participation).

Speaking and Listening (Personal and Cooperative) 3 (30 hours)

Students learn skills for participating in informal conversations in English and for contributing to making plans or decisions in a group setting. Much work in the international setting involves collaboration, so the skills learnt in this module will be valuable in any work/ministry setting.

Speaking and Listening (Procedural and Technical) 3 (30 hours)

In this module teaches students how to provide, and how to follow, detailed oral instructions in English, as well as how to recount a real-life experience in a formal context. No matter the setting, these skills are essential in any work or ministry. Given the international nature of much work and ministry, good formal spoken and written English skills are essential.

Reading and Writing (Personal and Cooperative) 3 (30 hours)

This module teaches students to read and write a range of text types in English of personal relevance (fictional and non-fictional). Texts from the Bible will be included as text types in this module. Specific skills that will be learnt include 'critical reading' (e.g. find unstated themes and purposes), the use of English dictionaries, the use of reasonably accurate grammar, and an increasing awareness and use of idiomatic language.

Reading and Writing (Procedural and Technical) 3 (30 hours)

Similar skills to Reading and Writing (Personal and Cooperative) 3, are taught in this module but in formal or public settings. New skills that will be learnt are to extract meaning from a text rather than understand every word, and to understand the context of the text (e.g. author and intended readers, author's attitudes). Texts from the Bible will be included as text types in this module.

Both Reading and Writing 3 modules will teach students to critically interpret formal texts to determine the message and purpose (stated and hidden) of such texts and so develop appropriate responses for their work/ministry situation.

Oral Presentations 3 (30 Hours)

This module teaches students skills that will enable them to deliver oral presentations using appropriately a range of communication tools, and to participate as listeners in oral presentations by providing constructive feedback to oral presenters.

There are no elective modules for this course.

Certificate IV in English Proficiency Brief Summary of Modules

CORE MODULES

Orientation to Advanced Learning 4 (30 hours)

This module covers the same outcomes as Orientation to Study and Advanced Learning 3 in the Certificate III course. That is, students will learn skills that will enable them to study, such as time management, the use of technology for study, goal setting and implementation, and be aware of the expectations placed on them while studying the course (e.g. assessment strategies, deadlines, class participation). For students who have done the Certificate III course, this module will function as a refresher for them and prepare them to study more efficiently than in the Certificate III course.

Speaking and Listening 4 (30 hours)

In this module students will be taught skills that will enable them to comprehend formal and informal spoken English and participate in formal and informal spoken English contexts.

Reading and Writing 4 (30 hours)

Students will learn skills that will enable them to independently read a broad range of formal and informal texts written in English, and to enable students to independently write in English a broad range of formal and informal texts.

Oral Presentations 4 (30 hours)

Skills learned will enable students to deliver oral presentations using appropriately a range of communication tools, and to participate as listeners in oral presentations by providing constructive feedback to oral presenters. This module is similar to Oral Presentations 3 in the Certificate III course, but requires students to give extended presentations and to provide comprehensive feedback to presenters.

Preparation for Field Experience (30 hours)

Students will be taught how to select and research a field placement, prepare for a field placement interview, and reflect on the experience gained from the placement.

Field Experience (minimum 30 hours, no maximum limit)

This module provides criteria so that students can participate effectively in their field placements. Skills learnt include: articulate expectations from the placement; learn the workplace environment; critically reflect on the experience and their language experience; and develop strategies to deal with challenging situations.

***180 total minimum core module hours
Plus 220 elective module hours***

Courses

RECOMMENDED ELECTIVE MODULES

Australian Studies (30 hours)

Students will learn about Australian society, including Australians' values and attitudes. It is in effect a cultural anthropological study of Australian society. Students will survey Australian geography, history, politics, legal systems and national symbols; then study specific topics such as cultural stereotypes, the pluralistic nature of Australian society, discrimination issues, and contemporary issues of interest, which will include issues of interest for Christians. The skills learnt for this module will help participants analyse any society in which they work/minister.

Grammar for Formal Purposes (15 hours)

This module extends what students learn in Reading and Writing 4 to give them the knowledge and skills required to produce grammatically correct documents for formal purposes. This module will also help students who need to prepare for aptitude tests that assess use of English grammar.

English Language Skills for Presenting Information (40 hours)

It is anticipated that graduates will be in a work place or ministry environment that will require them to give reports, request resources for their work, promote, etc in verbal and written English. This module extends what is learnt in Oral Presentations 4 to provide the additional English language skills to help them do such future tasks.

Listening Skills Extension (approx. 30 hours)

Students will be given strategies to comprehend a wide range of oral texts (i.e. understand a wide variety of spoken English). Texts covered will include audio and visual recordings as sources of independent English learning. Aspects of spoken English that are covered include accents, colloquialisms, contractions and aural textual markers.

Individual Language Research 4 (20 hours)

This module provides the skills to help students improve their English proficiency in line with their future work/ministry. The module focuses on assisting them to gain information from the Bible and other literature in English, and presenting Bible based and other messages in English.

Dealing with Conflict (20 hours)

Students will gain communication skills to facilitate constructive responses to conflict in the workplace. Students will learn to analyse a conflict situation in the work environment, propose strategies to deal with it, and use communication skills that facilitate constructive responses to the conflict.

Introduction to Business English (30 hours)

This module extends what is taught in Reading and Writing 4 and Speaking and Listening 4 to provide students with language strategies and the skills to assist them to participate in business situations. Graduates will learn the necessary skills to be able to communicate in written and oral English, including telephone skills

Courses

ELECTIVE MODULES Ctd.

Presenting Information (20 hours)

This module builds on the modules (but not uses them as prerequisites), English Language Skills for Presenting Information and Introduction to Business English. It is a practical skills module that gives students the opportunity to present workplace information using both written and oral skills.

Spelling for Formal purposes (20 hours)

Students will gain the knowledge and skills required to produce correctly spelt documents for formal purposes. This module will also help students who need to prepare for aptitude tests that assess use of English grammar.

Reading and Writing Extension (30 hours)

For those students who already have a good proficiency in literacy skills in English or another Latin based alphabet to practice and develop reading skills at a higher level than required in the core modules. The focus will be on day-to-day written texts, and, for those graduates who will be involved in Christian ministry, prose texts from the Bible.

Punctuation for formal purposes (10 hours)

This module extends what students learn in Reading and Writing 4 to give them the knowledge and skills required to produce grammatically correct documents for formal purposes. This module will also help students who need to prepare for aptitude tests that assess use of English grammar.

Vocabulary for Formal Purposes (15 hours)

This unit covers the knowledge and skills required to appropriately select and apply a working vocabulary for purposes of effectively expressing oneself in formal contexts such as written assignments – in order to appropriately describe concepts, situations, beings and objects. As some graduates will be involved in Christian ministry, there will be a focus on semantic fields of words used in English translations of the Bible, as well as the basic skills of understanding and using prefixes, suffixes, syllables, synonyms and antonyms.

Accreditation

The Certificate III and Certificate IV in English Proficiency courses have been developed by the Department of Further Education, Employment, Science and Technology in South Australia, and accredited by the Training and Skills Commission in Adelaide, South Australia. Tahlee Bible College has been given permission by the DEFEEST and is registered by the NSW Vocational Education and Training Accreditation Board (VETAB) to offer these courses.

Features of the Courses

Ministry Development

All courses are designed to be as practical and relevant as possible. Their aims are to equip people for God's purposes in the world.

An important part of the Tahlee Bible College courses is the development of each student in ministry skills. Tahlee Bible College is concerned about ***knowing*** what God wants, ***being*** a people pleasing to Him and ***doing*** his will.

Teaching Methods

A variety of teaching methods will be employed although the lecture style will predominate. Whenever possible student participation in class will be encouraged.

Assessment

Assessment may take the form of a selection of any of a number of tasks including the writing of essays and papers, oral presentations, and practical experience (Certificate IV).

Programme

There are two Semesters in the academic year, the first beginning in early February and the second in July. An Orientation week for all new students is conducted prior to commencement of each semester.

The **lecture programme** is conducted each day Monday to Friday. Each week students will have 20 - 25 hours of classes.

Certificate III in English Proficiency students will study twelve core modules (a total of 360 hours).

Certificate IV in English Proficiency students will study six core modules (180 hours) and will have 220 hours of elective modules (a total of 400 hours).

The College considers that training for Christian life and ministry must involve **practical hands-on ministry experience** as well as classroom teaching and personal study. There will be opportunities for students to be involved from time to time in activities at Tahlee as well as some weekend team ministries in local Churches.

We consider prayer and worship to be a vital part of the Christian life and ministry. Staff and students meet together for a chapel service twice a week. These also provide an opportunity for students to plan, lead, testify, preach and otherwise participate in the various elements of corporate Christian worship. On Wednesday staff and students meet together in small groups for worship, Bible study, sharing and prayer. Students are expected to attend Chapel services. Each term a day is devoted to corporate and personal prayer.

All these activities will also assist a student's proficiency in using English in both a Christian ministry context as well as the day-to-day context.

College Awards

To qualify for an award from Tahlee Bible College, a student needs to satisfy the College in the following areas:

1. Attend all relevant lectures and complete all required assessment work.
2. Achieve satisfactory results in the academic learning programme, and satisfactory reports on field experience (Certificate IV).

Financial Information

Fees Schedule

(All amounts in Australian dollars)

Application Fees:

Per single student \$55.00
Per married couple \$110.00

Tuition Costs \$4000 per award (covers tuition, class materials, use of the Library and administration)
A year long programme therefore costs \$8000.

Accommodation Costs

Accommodation is in the form of two bedroom and three bedroom houses or units. Single students will normally share a unit/house on the basis of gender. All accommodation is fully furnished and fully equipped (e.g. refrigerator, stove, washing machine, TV, radio).

Rent:

Couples/families:

\$130-150 per week for 2 bedroom accommodation + utilities
\$170-190 per week for 3 bedroom accommodation + utilities

Single students:

\$85 per week + utilities

Rental Bond:

A bond of four weeks rent is to be paid in advance. This bond will be refunded on completion of the student's studies, or used if necessary to pay for repairs to the student's accommodation, cleaning or replacement of keys not returned.

Utilities (power, water, etc):

\$20 per week per single adult
\$30 per week per couple
\$5 per week per child of any age

Telephone and Internet

Students will need to arrange their own telephone service if they desire a landline connection in their residence. Broadband internet access is available in the Library. Personal access can also be organised for students who have their own computer.

Food

Students have the option of buying all their own food or using the service that operates on campus. Most basic food supplies will be covered by this service, along with some other items such as toilet paper and cleaners.

If students wish to use this service, the costs are:

- \$50 per week per adult
 - \$90 per week per married couple
 - \$30 per week per child over 15 years of age
 - \$25 per week per child 12 to 14 years of age
 - \$20 per week per child 6 to 11 years of age
 - \$15 per week per child 1-5 years of age
- Children under 1 year of age are not charged.

For other shopping, Tahlee Bible College will arrange a weekly transport service, to be paid for by those students that use it. However, it would be beneficial for students to have an international driver's licence and be able to buy or have access to a second hand car.

Children

- A registered preschool operates on campus. This allows students who have children aged 3-5 years to be able to attend classes. The cost for this service will be \$50 per week per child.
- Accompanying school age children will need to be enrolled in school while resident at Tahlee.
- Tahlee Bible College can arrange tuition in English for students' children. This will be done for up to 2 hours per week. The service will cost \$30 per hour for the teacher, to be divided by the numbers of children using this service.

Contents Insurance

Students will need to provide their own contents insurance if they require this. They are not covered by the Tahlee Bible College insurance policies.

Fees Policy

Fees will generally be increased at the beginning of each calendar year to compensate for general market place cost increases (CPI). All fees are to be paid in advance.

Refunds:

- Should a student not commence the course on the agreed date, fees will be refunded within four weeks of the agreed starting date on written application. The refund will be less any administration charges involved which will not exceed \$100.
- Should a student find it necessary to withdraw from a course of study prior to week 4 in his/her first term, fees will be refunded within four weeks of the date the student ceases on written application. The refund will be on a pro-rata basis less an administration charge which will not exceed \$100.
- A refund may be considered after this time on compassionate grounds upon written application to the Training Programme Manager. If approval is given by the Training Programme Manager, the refund will be on a pro-rata basis less an administration charge which will not exceed \$100. "Compassionate grounds" means circumstances beyond the student's control and affects their ability to continue their studies. Examples are:
 - Serious illness or injury. (Medical certificate required confirming the student cannot attend classes.)

- A critical incident that has had a negative impact on the student's ability to study. (Medical report required.)
- Death of a family member requiring the student to return home. (Evidence would be required.)
- If a student should withdraw from a course after week 4, for reasons that are not acceptable to the Training Programme Manager, it should be understood that fees for the remaining part of the course are liable to be forfeited.
- Should the course not start on the agreed date, a refund of fees will be paid to the student within two weeks of the starting date.
- Should Tahlee Bible College cease to provide the course after it starts and before the agreed completion date:
 - A refund of fees will be paid to the student within two weeks of the date the course ceased, OR
 - Tahlee Bible College will arrange for another course, or part of a course to be provided for the student at the College's expense.
- If the Tahlee Bible College Academic Board terminates the student's enrolment because of consistent inappropriate behaviour, fees for the remaining part of the course will be forfeited.

Administration

The day to day management responsibility of the College lies with the Training Programme Manager in consultation with the **Faculty**. This Committee acts as a forum for the discussion of academic and related student issues and makes decisions relating to the daily function of the College.

The role of the **Academic Board** is to monitor student admissions into and performance within the College courses, to moderate subjects offered within the programmes and to make ongoing decisions relating to academic procedures, curriculum development.

The Training Programme Manager, and each of these committees through the Training Programme Manager, are responsible to the Council of Tahlee Ministries Inc.

The College is a member of the *South Pacific Association of Bible Colleges*, a growing fellowship of evangelical Colleges which sets standards and provides a forum for the interchange of information and ideas for its members. It is also a member of the *Evangelical Missionary Alliance of N.S.W.*, *Missions Interlink* and the *Australian and New Zealand Association of Theological Schools*.

Location & Travel

Tahlee Bible College is situated on a 70 acre property on the shores of Port Stephens surrounded by bushland, 65 kms north of Newcastle, 250 kms north of Sydney.

The nearest town is Karuah, a small shopping centre 13 kms from the College. Raymond Terrace, a larger town with many shops, banks, and other services, is 40 kms south of Tahlee (30 minutes drive). The tourist areas of Tea Gardens and Hawks Nest are 20 minutes drive north of Tahlee.

Although public transport is limited, buses travel regularly from Karuah to Sydney and other areas and a train service runs from Newcastle. Arrangements can be made to assist with the arrival and departure of students, and for travel to shops, medical appointments etc. However, it would be beneficial for students to have the use of a car during their time at Tahlee. (See Fees Policy.)

The weather at Tahlee can be hot in summer (25-40 degrees) and cold in winter (6-15 degrees) and it rains regularly throughout the year.

Campus Facilities



The Library contains over 19,000 volumes and journals and while adequate for the courses offered here, continues to expand. Internet access is available 24 hours a day in the Library.

The College has postal facilities and has EFTPOS access for the payment of accounts with Tahlee as well as limited cash withdrawals.

The canteen sells drinks, ice blocks, ice creams sweets, chips .

Recreational activities include swimming, sailing, fishing, swings and other equipment for the children, bush walking, table tennis, soccer, volleyball, badminton, snooker and the BBQ.



Tahlee Life

Tahlee Bible College provides facilities for single students and for families as both husband and wife are normally accepted as students.

Single students are well catered for and benefit from the family atmosphere at the College. Shared accommodation is provided where students have their own room and share a lounge, bathroom and cooking facilities.

For families, accommodation consists of self-contained flats.

The College will provide furniture and bedding (including a



pillow and blankets), cooking utensils, crockery and cutlery. Students need to provide their own linen (sheets, towels etc.).

Normally students have most meals in their own home. However, staff and students regularly have a meal together in the Dining Room as part of the overall College fellowship.

As a result of community living at Tahlee Bible College, most people leave with friendships which will last a lifetime. It is easier to get to know others well through community living, and relationships are enhanced further when sharing struggles together.

Children

The children of students and staff have ample scope to lead a normal life on the College campus. Normally children thrive at Tahlee Bible College.

Provision can be made for the care of pre-school children aged 3-5 years in the College's licenced Pre-School (dependent on numbers). The care of children under the age of three is normally the responsibility of the parents, but arrangements for their care can be made when necessary.

Infants and Primary children attend Karuah Public School which is 13 kilometres from the College.



High schoolers attend one of two High Schools in Raymond Terrace (40 kms), or the Hunter Christian School in Newcastle (60 kms). Some parents send their children to the Christian Community School at Medowie. A school bus service operates from the College to these schools.

The schools where the children enrol should assess their English proficiency and provide assistance if needed. However, Tahlee Bible College can arrange for some English tuition for children. (See separate Fees Schedule.)

Faculty

Mr. Eddie Bridge,

BE, DipTh, BTh, MPhil(NT), PhD Candidate

Interim Training Programme Manager

Rev. Ian Johnston,

BA (Sociology), BTh

Dean of Students

Part-time Trainers

Mr. Bruce Kay

Teacher's Certificate, BA, Certificate in the Teaching of English as a Foreign Language to Adults

Mrs. Hilda Hughes,

Teacher's Certificate, BA, Grad DipEd (TESOL)

Mrs. Pamela Riley,

BA, DipEd, Associate of the Library Association of Australia, BEd, MEd, MA, Theological Certificate

Mr. Neil Hardie,

B.Sc, A.C.G.I., M.Sc(Eng), M.Sc (Econ) PhD (Management), Theological Cert.

Dr. Margaret Bowering,

EdD (Collaborative Learning for EFL), MA (Linguistics for ELT), DipEd, BA (English, Modern History)

Mrs. Mersina Soulos,

BA (Hons), MA

A number of other trainers are available to teach on a casual basis. All our trainers have had extensive experience in teaching English to those for whom English is a foreign language, in Australia and in many countries overseas, as well as training others to teach English.

Student Support

Tahlee Bible College recognises that students with English as a second language may find it difficult adjusting to life and study in Australia and settling into living at the College. To help with this, a staff family will be appointed to assist students to find their way round the Tahlee property, to inform them of the services and resources available, as well as accompanying them to shops, to help them organise bank accounts and other services which may be required.

A full orientation programme is given to students prior to the commencement of their studies. The Registrar is available to give advice regarding studies

Assistance with Academic Matters. All teachers are available to students for consultation on academic issues. Students' progress will be monitored and every effort will be made to assist those students who may be experiencing difficulties with their studies. Students are required to attend at least 80% of the scheduled course contact hours.

Counselling is available to students.

The College is divided into **small groups** for more intimate fellowship and prayer. For convenience these are divided up into men's groups and women's groups to assist students and staff at Tahlee Bible College who have families where child-minding would be necessary.

Appeals

Tahlee Bible College has policies in place outlining the procedures if students have a grievance relating to the following:

Tuition: An appeal may be lodged if a student considers that a subject has not been taught according to the advertised outline.

Assessment: A student may appeal against a grade given in any item of assessment, when it is believed that some error has been made.

Harassment: All staff and students are expected to respect the rights of all other people in regard to freedom from any form of harassment. Tahlee Bible College is committed under the principles and requirements of Government laws to ensure that any and all matters relating to harassment are dealt with speedily, sensitively, equitably, confidentially and according to proper processes.

Suspension: A student may appeal against suspension from their studies when they can show cause why they should not be excluded from the College.

Deferring, suspending or cancelling a student's enrolment

Tahlee Bible College may approve a request from a student to defer or suspend their studies on compassionate grounds, such as illness or injury, death of a family member.

The Tahlee Bible College Academic Board may suspend a student's enrolment because of consistent inappropriate behaviour. The student will be advised of the Board's intention to suspend their enrolment and they will have 20 working days to submit an appeal to the Non-Academic Grievance Committee.

Responsibilities of Tahlee Bible College to Students

Tahlee Bible College will:

- ❖ provide a caring, learning community free from harassment on the grounds of age, family responsibilities, gender, marital status, nationality, political persuasion, race or religious belief. Within its environment, the College will take account of varying characteristics of staff and students along with their culture, educational and religious backgrounds.
- ❖ ensure that students with disabilities are given every opportunity to participate fully in the College's academic and communal programmes.
- ❖ offer special consideration of instances in which a student's academic performance might have been adversely affected by illness, disability or other serious cause beyond the student's control.
- ❖ ensure all necessary occupational health and safety principles are observed.
- ❖ uphold privacy principles relevant to personal student information in agreement with the relevant government legislation.
- ❖ provide the mechanism for students to lodge appeals or grievances relating to both academic and non-academic matters.
- ❖ supply students, upon applying for enrolment and upon commencement of programmes of study, accurate and easily assessable information relating to communal living and academic programmes. Such information will include policies, administrative procedures, factors relating to communal living, the aims and objectives of the academic programme, class attendance and requirements and methods of assessment to be used (where applicable).
- ❖ ensure that assessment and programmes will not be altered part way through a student's course without the prior agreement of any student likely to be affected and then only to the student's advantage. Such changes must be presented to the student in written form and discussed with the student, before they are implemented. Such changes must have the full agreement of staff involved.
- ❖ make certain that all courses of study are timetabled fairly so the students can complete their study programmes satisfactorily within the time specified.
- ❖ inform students before studies commence about modules, lecturers, lecture rooms and lecture times.
- ❖ ensure that students are able to comment constructively upon (staff teaching performance evaluation) individual subjects studied, as well as, on the completion of their course, all aspects of College life, both academic and non-academic.

Students' Rights & Responsibilities

Students' rights

Students have the right to:

- ❖ expect staff to comply with Tahlee Bible College's *Code of Conduct* and *Responsibilities to Students*.
- ❖ be treated with courtesy and respect by the College staff and other students.
- ❖ expect any appeal or grievance to be treated seriously and the matter handled promptly by the appropriate body.

Students' responsibilities

Every student should:

- ❖ attend lectures, Chapel services, prayer days and College events.
- ❖ ensure they understand Tahlee Bible College's study and assessment requirements and that these are satisfactorily met, as their programmes progress. As study programmes proceed, students should accept an increasing responsibility for their own learning and advise relevant staff of any support needs as early as possible.
- ❖ approach all study and assessment honestly and in compliance with policies relating to their own original work, cheating, plagiarism and fabrication or falsification of information as well as observing the proper use of copyright material.
- ❖ ensure that enrolment details are correct and advise the Registrar of any changes to personal details.
- ❖ acknowledge and respect the rights, views and study practices of every other student.
- ❖ treat College staff and students with courtesy and respect.
- ❖ fulfil the requirements necessary when absent from lectures, meals, other College activities.
- ❖ participate in any evacuation or fire drills.
- ❖ comply with the policies and procedures of Tahlee Bible College, as stated in the College Handbook.

Code of Conduct

OF STAFF RELATIONSHIP TO STUDENTS

Tahlee Ministries Inc. staff will:

1. endeavour to provide a high standard of services to students by performing their duties conscientiously, diligently and impartially;
2. not harass or discriminate against any student on the grounds of age, colour, ethnicity, intellectual impairment, marital status, nationality, physical disability, political conviction, pregnancy or religious practices;
3. treat students courteously and with sensitivity, respecting their rights and privileges;
4. maintain integrity in behaviour and relationships;
5. maintain fairness in decision making and will not allow personal relationships, affiliations or other personal interests to influence the performance of their duties or exercise of responsibilities;
6. comply with administrative, industrial, legislative and Occupational Health and Safety requirements.

A Place in History



Tahlee was one of the earliest European settlements on Port Stephens, NSW Australia. It was established as the headquarters of the Australian Agricultural Company in 1826. From the 1850's onwards the property changed hands several times.

In 1949 the Gospel Fishermen (now Tahlee Ministries Inc.) began a Christian camp and convention ministry there. In 1951 a Missionary Training Camp was established, becoming the

foundation for Tahlee Bible College, which commenced in 1959.

The College had a special emphasis on (a) evangelism, (b) accommodating families and (c) training in practical skills for pioneering missionary work. These emphases continue today, but adapting to methods that are suitable for the twenty first century.

Tahlee Bible College Today

The College is the training arm of Tahlee Ministries Inc. The mission of the organisation is:

**To serve Jesus Christ and his Church through
Training, Evangelism and Christian Development.**

Some particular emphases of Tahlee Ministries and Tahlee Bible College:

- . Focused on evangelism and global mission - staff are involved in mobile evangelism, Bible teaching, and training people in evangelism, discipling and leadership in Australia and overseas.
- . A special concern for children and youth - continuing the Mission's long history (since 1941) of evangelising and discipling children and youth and training others to do the same.
- . A special concern for rural churches and communities of Australia and countries where there is a scarcity of Christian ministry personnel.
- . Multi-denominational - working in co-operation with and as a servant to local churches, communities and Christian organisations.

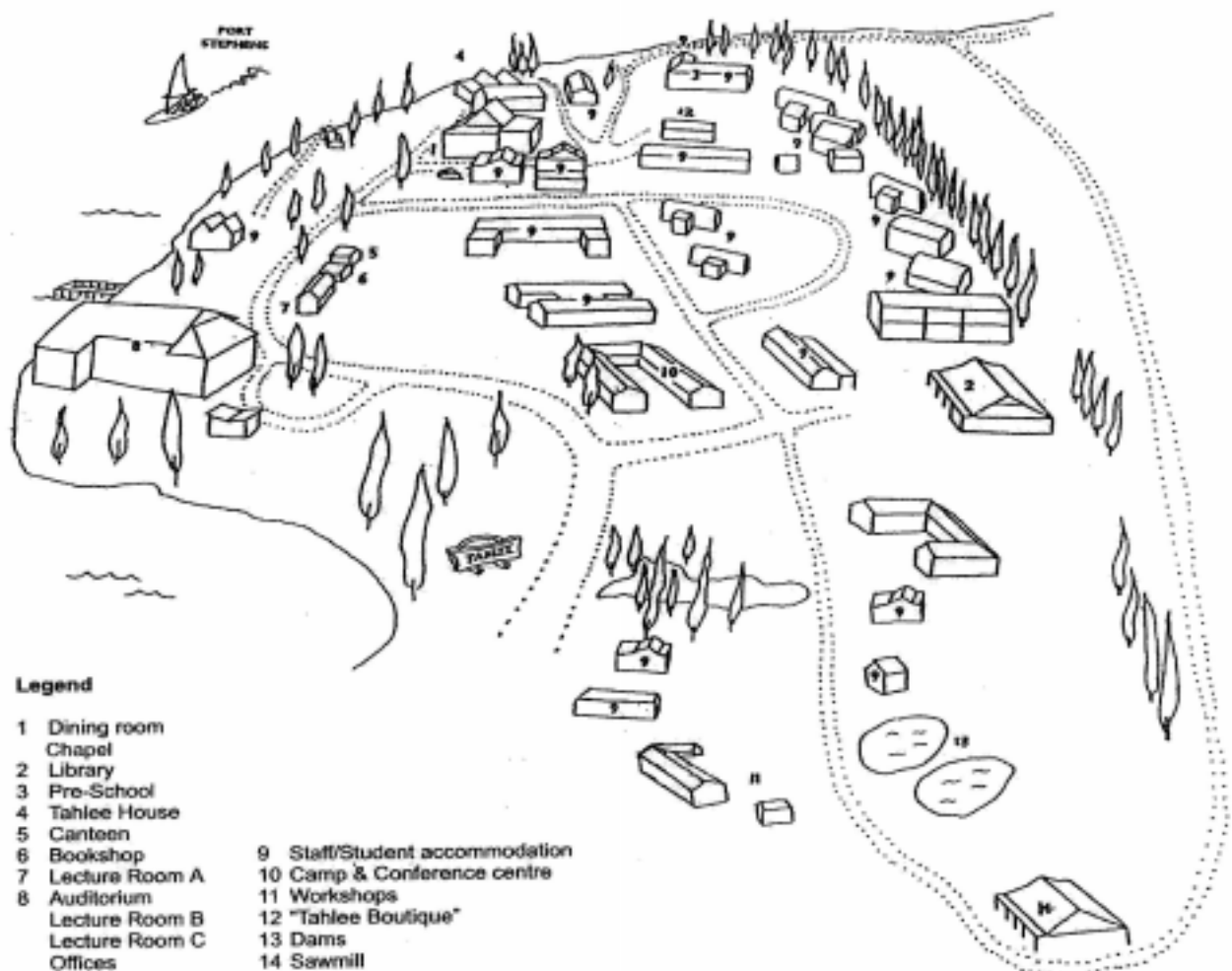
Currently, the College has a focus on providing English Proficiency training to assist Christians to work and minister in the international environment, and as a mechanism through which to present the Gospel of Jesus Christ to non Christians.

Mission Statement

The mission of Tahlee Bible College is to:

- ❖ provide a caring, learning community within which students can be assisted to develop their intellectual, interpersonal, creative and spiritual capacities;
- ❖ assist students to develop comprehensive and sound understanding of the Bible, and other relevant knowledge and skills from the fields of theology, history, language studies and social sciences;
- ❖ provide quality vocational Training and Higher Education that will prepare graduates for work within a range of church-based, interdenominational, and international organisations;
- ❖ assist students to develop skills, attitudes and commitment to life-long learning and Christian service.

Campus Map



Doctrinal Basis

Tahlee Bible College believes in:

- ❖ *the Holy Scriptures as originally given to be divinely inspired, the only infallible, authoritative Word of God;*
- ❖ *one God, eternally existent in three Persons: Father, Son and Holy Spirit;*
- ❖ *the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the Cross, His bodily resurrection, His ascension to the right hand of the Father, His mediatorial work, and His personal return in power and glory as Lord and Judge;*
- ❖ *the universal sinfulness and guilt of all people since the Fall, rendering people subject to God's wrath and condemnation;*
- ❖ *redemption through the blood of our Lord Jesus Christ and regeneration by the Holy Spirit as absolutely essential for the salvation of lost and sinful people. Salvation is by God's grace through faith in Jesus Christ alone.*
- ❖ *the present ministry of the Holy Spirit who indwells Christians, enabling them to live godly lives and gifting them for ministry;*
- ❖ *the resurrection of both the saved and the lost: those that are saved to the resurrection of life and those who are lost to the resurrection of damnation;*
- ❖ *the spiritual unity in our Lord Jesus Christ of believers who comprise the Church which is His Body.*

Privacy Policy

Tahlee Bible College acknowledges and respects the privacy of individuals.

1. We will only collect personal information from you with your prior knowledge and consent;
2. We will only use personal information provided by you for the purposes of considering your application to be a student or staff member at Tahlee Bible College, or for mailing information we believe is of interest, such as prayer news, magazines, promotional materials about Tahlee Bible College and Tahlee Ministries Inc.
3. We will not disclose your personal information to a third party without your consent;
4. We will not disclose your personal information to other institutions and authorities except if required by law;
5. We will provide you with a copy of your personal information in our records within 14 days of your written request, for which an administration fee may apply;
6. We protect the personal information that we have under our control from unauthorised access, improper use, or alteration by restricting access to our files and database to only those personnel responsible for their maintenance and use.