



VOCATIONAL
BIBLE COLLEGE

Great Southern Training Hub

Certificate IV in Christian Ministry & Theology (11237NAT)

Diploma of Christian Ministry & Theology (11238NAT)



NATIONALLY RECOGNISED
TRAINING

Prospectus 2026



EQUIPPING EVERYDAY
DISCIPLE-MAKERS AND LEADERS

www.vbc.edu.au

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2026 Prospectus, Ver 1b, 11.12.2025

Who is Vocational Bible College?

In 2015, Vocational Bible College (RTO # 41496) was established to provide practical, hands-on training in the Bible and Ministry for Everyday Christians. By “Everyday Christians” we mean those who typically go straight into the workforce from school with or without formal training in a vocational training college e.g. TAFE.

We deliver Vocational qualifications that include classroom-based learning as well as a Ministry Placement. This placement gives learners the opportunity to learn from leaders and others in a real church setting and apply the knowledge and skills they are learning in the classroom in a real workplace, i.e. church. Our aim is to equip Everyday Christians to better serve God in their workplace, homes, local Church and community and for some of our graduates to become Pastors of churches.

VBC was established by a group of Protestant Bible believing Christians from a variety of denominations. Our beliefs are best summarised by the International Fellowship of Evangelical Students (IFES) doctrinal statement (see below).

We believe in:

1. The unity of the Father, Son and Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration and entire trustworthiness of Holy Scripture, as originally given, and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness & guilt of all men since the fall, rendering them subject to God’s wrath & condemnation.
5. Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead & his ascension to the right hand of God the Father.
7. The presence and power of the Holy Spirit in the work of regeneration.
8. The justification of the sinner by the grace of God through faith alone.
9. The indwelling and work of the Holy Spirit in the believer.
10. The one holy universal Church which is the body of Christ and to which all true believers belong.
11. The expectation of the personal return of the Lord Jesus Christ.

Our Vision

Thriving churches of everyday Christians who make disciples and lead disciple-making ministries.

Our Mission

VBC partners with churches to multiply and grow disciples through mentoring, Bible teaching, and modelling Christian character and ministry in the local church.

Core beliefs

1. All people need to know Jesus and be saved through faith in him. (John 3:16)
2. Every disciple of Jesus is commanded and able to make more disciples. (Matt 28: 18-20, 1 Peter 2:9)
3. Leaders from the local context are best able to help disciples reach and disciple their peers.
4. The local church is the best context for training disciples and leaders for church ministry.
5. Accredited vocational training integrates the discipline of study with the practicalities of Christian ministry training in an excellent way.

Program Options

VBC Great Southern Training Hub (GSTH) offers two accredited courses in accordance with our RTO's Scope of Registration. Each qualification takes 12 months to complete when enrolled as a full-time Learner.

- **The Certificate IV in Christian Ministry and Theology (11237NAT)** VBC training and will equip a person with the knowledge and skills to be a key member of their local church and a light for Christ in their workplace.
- **The Diploma of Christian Ministry & Theology (11238NAT)** VBC training is designed to equip ministry coordinators (Kids Church, Youth Group, Men's or Women's Ministry etc) within a local church community. We will dig deeper into God's word and develop ministry skills to lead others.

Course Entry Requirements

11237NAT Cert IV in Christian Ministry and Theology

Whilst there are no formal entry requirements specified in the Course document for this qualification, as part of our industry consultation we have established a preferred entry pathway that will assist the learner to complete the Certificate IV qualification.

We prefer our learners to have the following experience/education prior to enrolling in this qualification:

- Committed member in their local church,
- Work experience where they can demonstrate their ability to achieve work goals, work effectively with others and lead work teams, and
- A vocational qualification at AQF 2 or 3, a Year 12 or Year 10 Certificate or equivalent.

11238NAT Diploma of Christian Ministry and Theology

Whilst there are no formal entry requirements specified in the Course document for this qualification, as part of our industry consultation we have established a preferred entry pathway that will assist the learner to complete the Diploma qualification.

We strongly recommend our learners to have the following experience/education prior to enrolling in this qualification:

- Committed member in their local church,
- Completed Certificate IV in Christian Ministry and Theology or equivalent.

Ministry Placement

To successfully undertake 11237NAT or 11238NAT learners will join the Internship Program 2026 or should have current access to a workplace where they can perform roles such as:

- Leaders and lay assistants in churches/parishes in the areas of ministry and pastoral care
- Volunteer or paid pastoral positions
- Youth and kids ministry leaders
- Women's and men's ministry leaders

This work requirement is necessary so that the learner can fulfil the Ministry Placement requirements of this qualification.

VBC will assist clients/learner to find a ministry placement if they do not have one at the time of enrolment.

What does training look like?

Duration of Training

Each qualification is completed over a period of 12 months (38 weeks + 8 weeks holiday) when enrolled as a full-time learner (Up to 18 months is allowed). Each subject runs for 8-10 weeks and is typically completed over 1 school term.

Part time study is allowed with clients/ learners completing the course over a period of up to 30 months.

2026 Timetable

Will follow the Western Australia School terms

Semester 1

Monday, 2 February to Friday, 3 July 2026

Semester 1 Mid-block Break

Monday, 6 April to Friday - 17 April 2026

Semester 2

Monday, 20 July to Friday, 18 December 2026

Semester 2 Mid-block Break

Monday, 28 September - Friday, 9 October 2026

What learners will do each week

11237NAT Certificate IV in Christian Ministry and Theology

The study load each week is approximately 18-20 hours. During this time learners will spend approximately:

- 2 days per week covering Ministry Placement and formation
 - the Learner will be committed to serving in their local church, work in their chosen ministry area (Church, TAFE, Prison etc.) under a supervisor, meet regularly with a mentor, read their Bible, pray and complete assessment tasks
- 1 day per week in the classroom
 - the Learner will complete Bible and ministry training, in a small class environment, at an approved VBC campus/training centre or online.

During this time (i.e. during classroom sessions and Ministry Placement) learners will complete a range of supervised and unsupervised learning and assessment activities.

The Learner will also be expected to complete some homework tasks each week.

11238NAT Diploma of Christian Ministry and Theology

The study load each week is approximately 18-20 hours. During this time learners will spend approximately:

- 1 - 2.5 days per week in Ministry Placement/ formation
 - the Learner will work in their chosen ministry area (Church, TAFE, Prison etc.)* under a ministry supervisor. (*To be discussed in conjunction with local church/ministry leadership)
- 1 day per week in the classroom
 - the Learner will complete Bible and ministry training, in a small class environment, at an approved VBC campus/training centre or online.

During this time (i.e. during classroom sessions and Ministry Placement) learners will complete a range of supervised and unsupervised learning and assessment activities.

The Learner will also be expected to complete some homework tasks each week.

Training Centres/Campuses

Our courses are currently offered at the below campuses as follows:

Training Centre Location	Cert IV 11237NAT		Diploma 11238NAT	
	F/Time	P/Time	F/Time	P/Time
Online	✓	✓	✓	✓
Albany	✓	✓	✓	✓
Perth	✓	✓	NA	NA

Please contact Damon Sokolowski damon.sokolowski@albanybaptist.com.au or phone 0408 095 146 for more information on times and subjects being offered at each Training Centre.

Course Information

Course Outlines

11237NAT Certificate IV in Christian Ministry and Theology

Learners undertaking the Certificate IV program will study the following 8 subjects (3 core and 5 electives):

1. NAT11237001 Apply knowledge of the Bible (God's Story)

At times it can be quite difficult to understand how the Bible is relevant to us today. It requires an understanding of significant events, themes and persons described in the Bible. This subject will explore significant events in the historical salvation story of the Bible, focusing particularly on the theme of salvation.

2. NAT11237002 Interpret biblical texts (Engaging with Scripture)

This unit describes the skills and knowledge required to interpret the Bible. It requires the ability to use resources to interpret biblical texts in context, with a particular focus on the book of Philippians and the Psalms.

3. NAT11237003 DEVELOP AND APPLY KNOWLEDGE OF KEY CHRISTIAN BELIEFS (Knowing God)

This unit will explore foundational theological concepts including Trinity, the incarnation of Jesus, the death and resurrection of Jesus, and the gospel.

4. NAT11237004 Discuss a Topic from a Christian Perspective (ELECTIVE) (Taught with) MSMUP106 Work in a Team (Mission and Healthy Teams)

This subject will consider a range of topics, including culture, teams and cross-cultural communication. Several passages in the Book of Acts will provide a biblical foundation for cross-cultural engagement for the sake of the gospel and the nations of the world.

5. MSMUP106 Work in a Team (Mission and Healthy Teams)

As above

6. NAT11237005 Apply Christian Ethics to Contemporary Life Issues (ELECTIVE) (Christian Ethics)

This unit will explore the application of Christian ethics to contemporary life issues.

7. NAT11237006 Explain Christian beliefs to a non-Christian audience (ELECTIVE) (Telling God's Story)

Talking to a non-Christian friend about your belief in Jesus can be challenging. What do you include? What can you leave out? This unit describes the skills and knowledge required to explore contemporary issues and topics and communicate them in the context of mission or evangelism. It requires the capacity to research issues and topics and present them to a non-Christian audience.

8. NAT11237008 Use Christian Spiritual Practices to Support Own Personal Development (ELECTIVE) (Discipleship A)

This unit describes the skills and knowledge required to apply principles and practices of Christian spiritual formation. It requires the capacity to understand Christian spiritual disciplines and practices, and to apply these in one's own life to support one's own spiritual growth.

9. NAT11238014 Lead a process of Christian discipleship (ELECTIVE) (Discipleship B)

Jesus was a disciple maker, and he calls his followers to be disciple makers too (Matthew 28). This unit provides the skills and knowledge required to support others in developing their Christian faith or practice. It requires the capacity to understand Christian discipleship, the ability to reflect on own discipleship and to provide leadership, support and resources for others. A study of the Gospel of Mark will provide the foundation for our understanding of Christian discipleship.

11238NAT Diploma of Christian Ministry and Theology

Learners undertaking the Diploma program will complete the following 10 units (2 core and 8 electives):

1. NAT11238001 Apply advanced knowledge of the Bible (Jesus and His Teaching)

The focus of this unit will be on Jesus and his teachings through a deeper study on the Gospels. The class will start by considering Christology (who Jesus is, his life and ministry), including the historical background and context of the Gospels. This will lead to an exploration and analysis of the various teachings of Jesus, such as the Kingdom of Heaven, parables and the Sermon on the Mount.

2. NAT11238002 Compare and explain Christian beliefs and practices

This unit provides the skills and knowledge required to understand key doctrines and practices of Christianity and knowledge of differences in the theology and practices of different Christian denominations. It requires the ability to understand and explain the beliefs and practices of a Christian denomination as well as those of other Christian denominations and how these differ.

3. NAT11238004 Develop and Apply Knowledge of Church History (ELECTIVE) (Church History)

This unit develops and applies knowledge of the history of the church to address contemporary issues and to complete ministry tasks such as preaching, teaching, church administration or church planting. Workers will gain an understanding of the history of the church and their own religious community to support their work in a Christian organisation or ministry.

4. NAT11238006 Analyse and Compare Worldviews and World Religions (ELECTIVE) (Worldviews and World Religions)

Sharing the good news of Jesus with someone, not only requires a good understanding of the Christian gospel but a good understanding of the religious views and worldview of the person we speak too. Without understanding the beliefs and values of others our sharing of the gospel may make as much sense to them as if we were speaking in another language. World Religions and Worldviews will give you an introduction to understanding the way different people in our world think so that we are better able to share the good news of Jesus with them. It will also equip you with the skills to do your own research into the beliefs and values held by people in our world so you can more effectively be God's witness in the world.

5. NAT11238007 Explain and Discuss the Person and Work of the Holy Spirit (ELECTIVE) (Walking by the Spirit)

Understand the theology of the Holy Spirit at depth to complete work tasks such as teaching and preaching. This unit explains and discusses the person of the Holy Spirit and his impact and relevance for today. It requires a sound understanding of the nature of the Holy Spirit and the ability to present substantiated positions in relation to the person and work of the Holy Spirit.

6. NAT11238008 Develop and Implement Self-care Strategies in Ministry (ELECTIVE) (Caring For Self) (Taught with 11237009)

Self-awareness is a foundation for emotional intelligence, effective collaboration with others and leadership. The unit requires the capacity to practice strategies for increasing self-awareness in relation to work tasks and to evaluate the effectiveness of the strategies.

**7. NAT11238012 Develop own Leadership Skills (ELECTIVE)
(Leadership)**

Christian leadership is shaped not only by contemporary understandings of leadership, but by theological reflection on leadership. This unit describes the skills and knowledge required to understand the nature of leadership in Christian communities and to develop one's own leadership style and skills.

**8. NAT11236002 Teaching Scripture A (ELECTIVE)
(Research)**

This unit describes the skills and knowledge required to locate and evaluate theological information for use in a Christian setting. These skills include the evaluation of resources to ensure sources used are suitable for the context and task, as well as the skill of evaluating the information within the resources.

**9. NAT 11237009 Develop Self-Awareness with
(Caring for Self – taught with NAT11238008)**

Christian ministry workers need to manage their personal wellbeing and sustainable professional practice in their roles. This unit describes the skills and knowledge required to identify, select and use self-care strategies to support sustainability of own practice and well-being in Christian ministry.

**10. NAT11237011 Prepare and preach a sermon (ELECTIVE)
(Preaching)**

This practical unit is designed to provide you with an understanding of why we preach and how to preach. You will be trained to prepare talks from the Bible for kids and adults explaining what the text says and how it applies to the life of your listeners.

Course Currency

Accredited Courses 11237NAT, 11238NAT are current from 1 January 2024 – 31 December 2028.

Learner Life

Learner Orientation

VBC is committed to ensuring that all new Learners attend an orientation program, enabling the Learner to familiarise themselves with VBC's training program, policies and procedures. An orientation day must be held at the beginning of any intake of new Learners such as at the beginning of a new semester, or a new year.

Your Learner orientation program will include:

- Information about the operation of VBC, Learner services, courses and any local training institute information
- Information about VBC's Core Values
- An outline of VBC's Access and Equity Policy, Bullying and Sexual Harassment Policy, Occupational Health and Safety Procedures, Fees and Refunds.
- An introduction to important staff and how to contact them
- Information about training and assessment procedures including Recognised Prior Learning and Mutual Recognition

Learner Records

Learners can get access to their personal records through the VBC office on request to the Compliance Officer.

Assessment

All Learner assessments will be marked as Competent or Not Yet Competent. If a Learner is assessed as Not Yet Competent, the Assessor/s shall determine what has not been achieved and provide appropriate help towards competency. If after reassessment by the Assessor the participant still does not satisfy the required achievement level/s then the Assessor shall:

- Immediately lodge the assessment tools with the VBC staff and,
- Provide a written report to the Course Trainer / Coordinator within two working days of the re-assessment.

Any Learner who is assessed as Not Yet Competent and wishes to dispute their assessment can do so through a written application to the Principal of the Vocational Bible College, according to VBC's grievance procedure.

VBC Policies

Learner Welfare and Guidance Services

VBC recognises that Learners will undergo all kinds of changes when they submit themselves to a training program. There are several services VBC provides which you can access directly. The Vocational Education administration staff is contactable for any enquiries about your course, questions about the processes of VBC, or for raising issues you may have of a welfare nature which requires assistance. The Vocational Education staff can also give you advice on the progress of your course and keep you informed about competencies you have completed and what areas of the course you still need to complete. The Course Coordinator is also available for you to contact, especially in dealing with any areas of the training process in which you believe you have been treated unfairly.

If in the unfortunate instance, VBC is no longer able to assist you to complete your formal training, Learners can if they wish, continue their study through any other Nationally Registered Training Provider who holds the equivalent qualification, receiving credit for all assessments already covered by the VBC, as per the VBC Student Services Policy.

Complaints & Grievances

VBC is committed to resolving any difficulties Learners have with VBC procedures and staff. All parties involved in the grievance/dispute or complaint will be expected to maintain confidentiality with respect for all individuals who may be involved in the dispute in any way. Confrontation will be avoided and every effort will be made to reach a conciliatory and satisfactory agreement for all parties concerned. Learners and staff should make every effort to resolve any dispute initially at the level at which the incident occurs.

Any Learner who wishes to appeal against a decision relating to his/her studies shall consult, in the first instance, with the trainer/coordinator concerned. If the matter is not satisfactorily resolved, the Learner may consult the Principal of VBC, who shall refer the matter to the VBC Leadership Group. If an agreement is not reached between the Learner and VBC the matter will be reviewed by an "Independent Mediator". This person will be from outside VBC and independent of VBC staff and training institute. The mediator will have significant experience in mediating disputes within the education industry and must be acceptable to both parties. The decision of the "Independent Mediator" will be communicated to both parties in writing and is final. The RTO will acknowledge your grievance and seek a resolution within 60 days from receipt of grievance and/or appeal. Your appeal must be lodged in written format to the Compliance Officer via email or mail.

Recognition of Qualifications Issued by other RTO's

Learners who have completed Certificate IV, Diploma or Advanced Diploma in Christian Ministry study at other training organisations can apply for recognition of their prior training as a part of their application.

RPL

Recognised Prior Learning (RPL) is available for all VBC Qualifications. RPL is a process through which Learners can apply to have recognised existing competency within a qualification.

To apply for RPL and to receive more information on procedures and cost please contact Damon Sokolowski on 0408 095 146 or email damon.sokolowski@albanybaptist.com.au.

Access & Equity

VBC will ensure programs and services are relevant, accessible, fair and inclusive for all who agree with the philosophy and training levels of VBC by:

- a) Promoting courses to the Christian and wider community in a manner that includes and reflects the diverse nature of Christian denominations by ensuring all prospective participants are well informed on the options available to meet their individual training needs.
- b) Ensuring women, people with disabilities, people from differing age groups, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples and people with differing language and literacy skills are able to gain access to the training.

The Campus Coordinator, in consultation with the VBC Principal, is responsible for making decisions on reasonable adjustments to the assessment of individual subjects to cater appropriately for access and equity issues that may arise with individual Learners.

Language, Literacy & Numeracy Policy

VBC is committed to the encouragement and support of training staff who will develop, access and maintain a range of quality English language, literacy and numeracy skills that will ensure appropriate learner pathways throughout the training course.

VBC will assist Learners whose 'whole access' to training is limited by language, literacy and numeracy skills and adopt a range of approaches and employ processes to treat each Learner as an individual. Eg the Learner who cannot comprehend written questions or to write an answer, she/he may be assessed orally.

VBC is aware that language, literacy and numeracy skills are part of specific training requirements and are necessary to perform workplace tasks. They are needed during training and assessment. However, the language, literacy and numeracy demands should not be greater than those required in the workplace.

There are a number of ways VBC identifies language, literacy and numeracy (LLN) needs of the individual Learner. They include:

- a) During the application/pre-enrolment stage including
 - a. Having prospective learners complete an LLN self-assessment
 - b. Interviewing all prospective learners
 - c. Assessing information provided on the VBC application form
 - d. Confirming prior education

Procedure for accommodating language, literacy or numeracy needs:

VBC will use any of the following specific procedures when/if necessary;

- after the trainer has read the information, s/he will explain what the reading is about
- discuss any reading orally with all Learners and encourage Learner interaction and communication – explaining specific areas in depth orally
- break readings into small sections – read and discuss,
- draw attention to key words
- include OHT's/PowerPoint with the main points – use a pointer
- tutoring
- DVD's and CD's for training
- whiteboard documentation for explanation
- workshops with hands on activities
- group work with peer support
- handouts with diagrams
- oral case studies and scenarios
- question and answer times to discuss main points
- feedback to the special needs Learner
- pictures /posters

Privacy Policy

VBC acknowledges and respects the privacy of individuals. Full Privacy and Policy Statement available upon request.

Collection and Use of Information

Collection and use of an individual's private information shall be subject to the following guidelines:

- The individual knows of and consents to the collection.
- The information shall be used for the purposes for which it was collected, e.g:
 - Training methodology.
 - Mailing of information relevant to the person, etc.
- No disclosure to a third-party without the individual's consent.
- No disclosure to other institutions and authorities unless required by law.
- Access by the individual to their recorded information within 14 days of receiving a written request, (an administration fee may apply).
- Information protection and usage restricted to those persons responsible for its maintenance and usage, e.g.,
 - Computer password protection.
 - Hard copies in lockable filing cabinets.
 - Access limited to authorised personnel.

- All transfers and collection of electronic data that is not for general display will be via a minimum 64-bit encryption algorithm

Fee Schedule

Course Fees

The course fee for full time Learners for the

- Certificate IV in Christian Ministry and Theology (11237NAT) is \$3,400, plus the cost of the February camp and the short term mission trip (Sept/ Oct holidays)
- Diploma of Christian Ministry and Theology (11238NAT) is \$4,150.

These fees include all set texts, learning and assessment guides, and supplementary handouts provided in class. They do not include any extra text books Learners may decide to purchase as part of their studies.

Learners are invoiced after confirmation of enrolment and then each term thereafter to the amount indicated above.

Re-enrolment Course Fee

Learners re-enrolling in a subject will be charged the full subject fee with full payment due week 6.

Refund Policy

Learners will be refunded course fees paid, for each unit, if they withdraw before week 6 of the Semester, upon submission of a signed **Student Withdrawal Form**. If a student withdraws after week 6 of the Semester, there is no refund.

Recognised Prior Learning (RPL)

Learners applying for RPL will be charged a fee of \$250 per unit of competency for the Certificate IV and \$320 per unit of competency for the Diploma.

Application for Credit

An application for credit from other accredited study does not attract any fees.

Important Contact Details

Andrew Beddoe	- Principal of Vocational Bible College Email: andrewbeddoe@vbc.edu.au or Mobile: 0425 284 849
Damon Sokolowski	Great Southern Training Hub Coordinator Email: damon.sokolowski@albanybaptist.com.au
Elizabeth Burns	- Compliance Officer Email: elizabethburns@vbc.edu.au
Nora Sadler	- Administrator Email: admin@vbc.edu.au

Vocational Bible College Application Form

Head to the following webpage to complete your application form:

<https://forms.gle/Q3qVLd6aUTBmQ3PR6>