

# B.Min – 8 Courses: Tutor Progress Report

Name of Student: \_\_\_\_\_

CU Student Number:

Name of Tutor: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_

**Prior learning: Qualifications:** (list only qualifications with elements relevant to the content of the B.Min)

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|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ |          |
- Note:** To indicate RPL, enter in the blocks below: **R**  1-7

**2 and 12 Assignments: Diploma in Shepherding** (Send in No. 1 & 2 to get feedback, then send in No.3-12.)

<p><b>Biblical Studies 20 Credits</b></p> <p>1. Old Testament Survey <input type="checkbox"/> <input type="checkbox"/></p> <p>2. New Testament Survey A <input type="checkbox"/> <input type="checkbox"/></p> <p>3. New Testament Survey B <input type="checkbox"/> <input type="checkbox"/></p> <p>4. Christian Ethics <input type="checkbox"/> <input type="checkbox"/></p> <p><small>Tutor's suggested mark in small box please. For RPL: R in small box, reference in large.</small></p>	<p><b>Expository Preaching 25 Cr</b></p> <p>5. Hermeneutics <input type="checkbox"/> <input type="checkbox"/></p> <p>6. Homiletics - Preaching <input type="checkbox"/> <input type="checkbox"/></p> <p>7. W Miss. – Foundations <input type="checkbox"/> <input type="checkbox"/></p> <p>8. W Miss. – Message <input type="checkbox"/> <input type="checkbox"/></p> <p>9. W Miss. – Cultural Comm <input type="checkbox"/> <input type="checkbox"/></p>	<div style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> </div> <p><b>Note:</b> This card is sent in with assignments and sent back to you with our marks 3 times as a means of communication between the CU moderator and the Tutor/student.</p>
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**16 Assignments: Diploma in Church Management** (Send in No. 13 to 28/all – printed out to get marked)

<p><b>Church Leadership 17 Cr</b></p> <p>13. Biblical History <input type="checkbox"/> <input type="checkbox"/></p> <p>14. Jesus – His Person <input type="checkbox"/> <input type="checkbox"/></p> <p>15. Leadership History <input type="checkbox"/> <input type="checkbox"/></p> <p><small>The Tutor will do the prescribed vocabulary tests as a formative assessment - no marks.</small></p>	<p><b>Pastoral Care 20 Credits</b></p> <p>16. Psychology Introduction <input type="checkbox"/> <input type="checkbox"/></p> <p>17. Pastoral Psychology <input type="checkbox"/> <input type="checkbox"/></p> <p>18. Counselling <input type="checkbox"/> <input type="checkbox"/></p> <p>19. Shepherding <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Managing People 18 Cr</b></p> <p>20. Human Resource Man.A <input type="checkbox"/> <input type="checkbox"/></p> <p>21. Human Resource Man.B <input type="checkbox"/> <input type="checkbox"/></p> <p>22. Organisational Behaviour <input type="checkbox"/> <input type="checkbox"/></p> <p><small>Fifteen counselling topics are prescribed for personal or group discussion. No reports.</small></p>
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<p><b>Church Management 20 Cr</b></p> <p>23. General Management A <input type="checkbox"/> <input type="checkbox"/></p> <p>24. General Management B <input type="checkbox"/> <input type="checkbox"/></p> <p>25. Administrative Man. <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Church Administration 15 Cr</b></p> <p>26. Business Management A <input type="checkbox"/> <input type="checkbox"/></p> <p>27. Business Management B <input type="checkbox"/> <input type="checkbox"/></p> <p>28. Basic Accounting <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Note:</b> Two Assignments for each of these 8 courses must be completed. The other assignments may then each be replaced by a Calvary test (multiple choice &amp; True/False) when this is available on the CU Website.</p> <p><b>28 Modules Average:</b> <input type="text"/> %</p>
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**Task 1:**  %      **Task 2:**  %      **Task 3:**  %      **Task 4:**  %

**Group Work:** (Groupwork counts 10%. Copy the back hereof to use as personal marking schedule.)  
 Your remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Mark:  %

**Work File:** (The Work File counts 5%. Copy the back hereof to use as personal marking schedule.)  
 Your remarks: \_\_\_\_\_  
 \_\_\_\_\_ Mark:  %

**Declaration:** I had ..... sessions (state number) with the learner as B.Min Tutor. (Please sign when final.)  
 I hereby confirm that all the reports/essays are the work of the learner. I understand the principles according to which the above marking is performed. I have been in contact with the learner for sufficient time to make the above judgements.

**Tutor Sig:**..... **Mod Sig:**..... **Date:** ...../...../..... **Final Mark**  %

The Tutor must find out who the student is through an interview in which the student does a self-description.

1. Please number the top 5 of the following outcomes in the order of the student's preference:

Visionary Leader	Delegator	Manager
Accountant	Administrator	Communicator
Preacher	Evangelist	Missionary
Counsellor	Pastor	Teacher
Entrepreneur	Theologian	Group Leader

2. Please number the top 5 of the following skills in the order of the student's preference:

Managing people	Teamwork	Facilitate meetings
Speaking clearly	Creativity, design	Word-processing
Negotiating	Organise Info.	Working with numbers
Caring for others	Argument/Debate	Selling ideas/goods
Teaching/Training	Making decisions	Writing reports/docs.

3. Please number the top 5 of the following qualities in the order of the student's preference:

Knowing God's Will	Compassion	Stewardship
Good Self-image	Servanthood	Active Witness
Self-control	Honesty	Devotion to Prayer
Handling Stress	Dependability	Obedience
Handling Money	Tenacity (endure)	Spirit-filled life

A special form called Student Profile is supplied for this. Next page.)

The tutor must have discussion sessions on 15 counselling topics with the student:

1. **Knowing God's will:** (Trust in God, being transformed, asking correctly, able to hear.)
2. **Self-image:** (Not selfish, humble, valuable to God, guilt-forgiven, made by God.)
3. **Self-control:** (Slow to anger, language, lies/truth, overcome depression, sexual passion.)
4. **Handling stress:** (Call on God, no fear, not anxious, prayer life, peace of God.)
5. **Handling money:** (Treasure in heaven, content, no two masters, sowing, tithing, honest.)
6. **Compassion:** (Acting loving towards others, exercises forgiveness.)
7. **Servanthood:** (Submits, willing to serve & be corrected, able to listen, willing to learn.)
8. **Honesty:** (Has high ethical standards, can be trusted, openness, speaks truthfully.)
9. **Dependability:** (Reliable, on-time, can rely on his/her word, delivers on promises.)
10. **Tenacity:** (Does not give up, has stickability, is persistent, follows through.)
11. **Stewardship:** (Uses endowed talents, gives portion of earnings back, develops self.)
12. **Witness:** (Based on Word of God, is always prepared, has confidence, living example.)
13. **Prayer:** (High level of devotion, regular habit, is victorious in prayer, relies on God to rescue.)
14. **Obedience:** (To God's will, living in purity, able to control tongue, measures up.)
15. **Spirit-filled:** (Acts boldly, shows the fruit, the gifts are in operation, well controlled.)

**Groupwork Assessment Criteria (10%)**

1. **Preparation** for groupwork/discussion was done
2. Gives full **attention** – is not distracted by side issues
3. Points raised are **listened** to and **considered**
4. Takes relevant **notes** and makes written references
5. **Partakes** fully and is not shy or withdrawn
6. Does not **speak** for more than a fair share
7. Good **contributions** are made during the session
8. Questions and comments are **relevant** to topic
9. Encourages other group members and facilitator
10. Knows what needs to be done for the next session

**Workfile Assessment Criteria (5%)**

1. **Neatness:** Computer skills, binder used – can add
2. Only documents relevant to the course are included
3. **Complete:** tasks, assignments, worksheets, notes
4. **Notes & articles:** research used in assignments
5. **Reports:** projects undertaken and tasks done
6. Group discussion journals are included; are useful
7. Related documents are kept together
8. Organized documents - a reference index is used
9. Preparation for and result of **own** activities
10. The file is presentable at all times

**Notes:** RPL is a request and may be denied. The Tutor must be in possession of copies of all qualifications or CV referred to under points 1-7. With each module (there are 28 of them in the 8 courses) RPL may be applied for by indicating an **R** and a number from 1 to 7 as the source of the RPL claim, e.g.: **R** **3**

Assignments are marked by the Tutor (optional) as well as by CLT. This may give the tutor an input with regards to the mark for the assignment. Tests are an alternative to some assignments. Will notify when available on the Website.