

Letter to the Tutor

CLT does not offer a B.Min qualification but accepts students **who are registered CU students**. Please use the CU forms.

Register as Tutor and Enrol Student (Alternately also BC1 or BC2)

You have now received the following:

1. An orange form to **register as Tutor**.
2. A white form called **Application & Study Record** if they have a CLT diploma or, for bridging course students first one of the following documents:
 - A buff form: **Tutor Report Bridging Course – BC1** or (other dip.Min students)
 - A green form called **Tutor Report Bridging Course – BC2** (dip. Th students)
3. An orange cover book: **Tutor Guide**
4. Dear Tutor: **Standing Letter** and **Information Letter**

Bridging course students Note: You will also receive your BC1 or BC2 books with an invoice. The course must first be completed before the forms can be returned.

You should now do the following:

1. Read the first pages of the **Tutor Guide**.
2. Fill in the Tutor Registration form only once when you enrol your first students. Send in this form together with the student forms – not separately.
(only register once as Tutor, even if we send you another form by mistake)
3. Have the student complete the Application & Study Record.

When a set of forms are filled in (even for one student) the original form should be sent in together with (for 2006) **R700 per each student** of the forms you send in. Please do not pay separately or overpay or expect us to put it on the account. Please keep it simple: each report of each student is accompanied with R700. Amounts may be combined in one cheque or student's cheques may be enclosed. Your Bible School account is in this way left out of this completely.

In the case of a **Bridging Course**, the course must first be completed before the B.Min enrolment forms may be sent in. Both sides of the special white form must be completed by the Tutor overseeing the Bridging Course learning process. Different student's forms may be sent in separately, as long as the forms are sent in as **a set of three forms**. (The person must be registered as CU student.)

We are building a **portfolio** for each student. If a lot of vital information is left out, we will look very unprofessional to CQA and Calvary University. We will have to send the forms back to you (without making a payment to the Tutor) for proper completion. This will increase our work-load. If you also handle the forms in various different ways, it will increase our workload even more. To help us, please fill in all the fields of all the forms in a standard way. We will always respond quickly.

Thank you for your co-operation. CLT – Faculty of Ministry and Divinity

Letter to the Tutor

2

Assignment 1 & 2 (First Progress Report)

You have now received the following:

1. Assignment Guide (Black on Green).
2. Assessment Schedules (Black on Blue).
3. Report Writing (Black on Buff).
4. A Yellow form – **Tutor Progress Report**
5. Tutor Sessions Record (1 to 28) master in the Yellow Pages (Optional)

Note: The RPL (on yellow card) is only for students who have done other non-CLT courses and through this form apply to get assignments off. This may not all be granted. The student who has done other studies must quote qualifications with similar subjects or aspects dealt with to the same extent as the CLT course. CLT Certificate and Diploma subjects may **not** be quoted since we intend that these subjects are repeated at a higher level in the third year (B.Min).

You should now do the following:

1. Read pages 8 to 16 of the **Tutor Guide**. Follow the instructions on the Tutor Report to partially complete the **Tutor Progress Report**.
2. Use any suitable Assignment (from No's. 1 to 12) as the first 2 assignments which the student will complete to send in with the yellow form.
3. Use the Blue form to keep a record of your activities as a Tutor.
4. Fill in student data and two marks (for the two assignments) on the CLT progress report in the small blocks reserved for you and leave most of the form blank for comments and marks allocated by the CLT moderator.
5. Do a Student Profile, (as indicated on the back of the yellow form) ordering fields in 3 groups each from 1 to 15. This is for your own attention to get to know the student better.

The **yellow form** will be sent back and forth each time you send in assignments.

When assignments are sent in with the form (even for one student) the original form should be sent in together with **R700 per each student** of the forms you send in. Please do not pay separately or overpay or expect us to put it on the account. Please keep it simple: each report of each student is accompanied with R700. Amounts may be combined in one cheque or student's cheques may be enclosed. Your Bible School account is in this way left out of this completely.

In the case of **Recognition of Prior Learning**, the RPL blocks can be completed if you personally feel that the student should receive credits for prior learning.

To help us, please fill in all the fields of all the forms in a standard way. We will always respond quickly by sending the next forms and pay in the Tutor fee.

Thank you for your co-operation. CLT – Faculty of Ministry and Divinity

Letter to the Tutor

12

Assignment 3-12 (Second Progress Report)

You have now received the following:

1. Returned first two Assignments (marked or commented on).
2. The original Yellow form – **Tutor Progress Report**
3. Basic Accounting book (Blue on White).
4. An RPL acceptance note (for those students who sent in the RPL request)
5. The first short course certificate of the B.Min: Diploma in Shepherding

Note: The RPL (point 4) is only for students who have done other non-CLT courses and through this form apply to get assignments off. This may not all be granted. The student who has done other studies must quote qualifications with similar subjects or aspects dealt with to the same extent as the CLT course. CLT Certificate and Diploma subjects may **not** be quoted since we intend that these subjects are repeated at a higher level in the third year (B.Min).

You should now do the following:

1. As **Tutor** guide the student through the process to prepare the next 10 assignments. Follow the instructions on the Tutor Report to partially complete the **Tutor Progress Report**.
2. Use any suitable Assignment (from No's. 1 to 12) to send in 10 more assignments and include the first two assignments if the student wanted to re-do them. When the student has completed them, send them in with the yellow form.
3. Use the Blue form to keep a record of your activities as a Tutor.
4. Fill in student data and make sure there are twelve marks (for the twelve assignments) on the CLT progress report in the small blocks reserved for you and leave the rest of the form blank for comments and marks allocated by the CLT moderator.

The **yellow form** will be sent back and forth each time you send in assignments.

When assignments are sent in with the form (even for one student) the original form should be sent in together with **R700 per each student** of the forms you send in. Please do not pay separately or overpay or expect us to put it on the account. Please keep it simple: each report of each student is accompanied with R700. Amounts may be combined in one cheque or student's cheques may be enclosed. Your Bible School account is in this way left out of this completely.

To help us, please fill in all the fields of all the forms in a standard way. We will always respond quickly by sending the next forms and pay in the Tutor fee.

Thank you for your co-operation.

CLT – Faculty of Ministry and Divinity

Letter to the Tutor

All

Assignment: All (Third Progress Report)

You have now received the following:

1. Returned Twelve/Ten Assignments (marked or commented on).
2. The original Yellow form – **Tutor Progress Report**
3. A Learner Feedback form (To gauge how the students' needs were met)
4. The second short course certificate of the B.Min:
Diploma in Church Management

Note: The student may want to put the feed-back form in a sealed envelope. Mark: **Feedback**.

You should now do the following:

1. As **Tutor**, guide the student through the process to prepare the next 16 assignments (or less in case of RPL). Follow the instructions on the Tutor Progress Report to complete all tutor blocks of the **Tutor Progress Report**.
2. Use any suitable Assignment (from No's. 13 to 28) to send in 16 more assignments. When the student has completed them, send them in with the yellow form.
3. Use the Blue form to keep a record of your activities as a Tutor.
4. Fill in student data and make sure there are twenty-eight marks (for all the assignments) on the CLT progress report in the small blocks reserved for you and leave the rest of the form blank for comments and marks allocated by the CLT moderator.
5. Ask the student to complete the Learner Feedback form and enclose it in an envelope with this last submission.

The **yellow form** will now be sent back by you to us for the last time.

When assignments are sent in with the form (even for one student) the original form should be sent in together with **R700 per each student** of the forms you send in. Please do not pay separately or overpay or expect us to put it on the account. Please keep it simple: each report of each student is accompanied with R700. Amounts may be combined in one cheque or student's cheques may be enclosed. Your Bible School account is in this way left out of this completely.

To help us, please fill in all the fields of all the forms in a standard way. We will always respond quickly by sending the next forms and pay in the Tutor fee.

Thank you for your co-operation.

CLT – Faculty of Ministry and Divinity