

# **Christian Life Training**

## **1 Starter Pack**

### **Application**

#### **Contained in this pdf document:**

- 1. A New Tuition Centre (cover letter)**
- 2. Centre Quick Guide (CLT overview)**
- 3. Starting a Tuition Centre (7 step flowchart)**
- 4. Applicant Data (initial database requirements)**

#### **Separate pdf document to study:**

- 5. Concise Prospectus (for promotional purposes)**
- 6. Example Lecture Material (book 1, lecture 1 & 2)**

# ***A New Tuition Centre***

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## **Dear Pastor**

Thank you for enquiring about running a CLT Tuition Centre. We have a lot to share and have tried to inform you through these initial pages in a simple way, yet saying enough to help you to make a decision. The following few pages of introduction and diagrams are especially written for you as a decision pack. We hope that it will be of real help to you as you join us.

## **Applicant Data** (second last page in this document)

Your first step is to fill in this form. By the time you have read these pages you can make a decision. If you have indicated to us that you have appointed the two officials, we will then issue your Tuition Centre number.

## **Registration Costs**

As soon as you fax the above form to us we will send you a package covering TC standards matters. This includes printed books which are your reference documents listed in the next flowchart. This will cost you R184 (postage inclusive). The cost to register a Tuition Centre is R200 (for CQA paper evaluation) and R150 each year thereafter (from 2006).

## **Immediate Benefits**

The benefits are evident. If our student moves to your town you will be considered as you are on a list (if you are active, that is). You may also buy low-priced library books (Christian books we import for the Tuition Centres to build their library at as low as 20% of the normal price).

## **Foundation and Recognition**

We are implementing a **Charter** that will initially be signed by one hundred organisations to give your students security, that what they do is meaningful and accepted, e.g. your students could present our recognised credits, continue their studies in London with a student visa where prior studies of CLT are recognised and work at the same time. Students can also register for an e-learning degree but be mentored locally to complete such qualification.

Please pray this opportunity into reality as the Lord leads.

# Centre Quick Guide

*An overview of what a Bible School using CLT material is all about.*

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## What or who CLT is ...

Christian Life Training offers a framework, material and a method to offer Biblical and practical training in a contact-mentor setting; resulting in achieved life skills suitable for ministry as a worker, leader or even pastor. This training is for local congregations and is not meant to replace a seminary. Informal training in a wide **church recognition** context has proven to be more cost-effective than official accreditation, although outcomes are reached in an environment using accreditation standards. The short courses include **life skills experience** suitable for **Recognition for Prior Learning [RPL]**.

Some students, contemplating the training as equipping themselves for local church leadership, develop a call on their life for deeper involvement in ministry training. For these students at least one e-learning university recognizes the first four CLT short courses of 240 credits **as a basis** for a Bachelor qualification. A further 150 credits with a College or University is recommended if they also focus on **ministry training**. Students themselves have to register with such an e-learning University or College for a B.Min or even a Dip.Min. should they want to receive a qualification.

## The Courses Offered

Four courses are offered in sequence and each of them carries approximately 55 to 65 credits. Students are mentored in a contact situation in order to be suitable for **service** or **leadership** in their church. The practical aspects are therefore very important and practical tasks are required for each module in order to receive the credits. Tests and assignments are required on an on-going basis as **formative** evaluation (in-training tests) to assure quality learning throughout the semester or year.

## Your Directions and Support

Through the **CEO Handbook** we will provide extensive written explanations of the many aspects of running a Tuition Centre. A Dean of a Tuition Centre is usually not trained in education but, will gradually understand what is required. What may seem overwhelming will become clear as you study the various documents carefully. The **CEO Handbook** is basically

the same as the *Student Prospectus* plus some extra pages in the back, aimed at the Dean with regard to **administration**.

## Methodology

The method followed for part time students is one night per week with three lectures on that night during normal school terms (35 weeks). The lecturer explains the material, which the students should pre-read before the session starts, and group discussion is encouraged. The various assignments, practicals and tests provide a modern and effective e-learning environment, especially if modern computer technology is used where possible. A library of suitable books should also be built up over the years.

Should the curriculum be offered on a full time basis, two semesters may be completed in one year. Amongst the 300 centres in South Africa this is very seldom done. Doing the short courses, part-time over four years, gives more time for **spiritual growth** and **character building** (and is therefore the preferred CLT method).

## Administration and Requirements

An administration system should be in place which can store the data of the student's achievements electronically and on paper. A simple Excel data sheet may not be enough for your administration, but is the required minimum in order to convey to us which course attendance certificate the student should receive at the end of the year. A hand written form of the Class Results Record is available in PDF format on the CLT web site.

The forms needed for registering students on the different levels of training, as well as for the Tutors and Distance Mentors, are all in the **Administration Pack** and are available as PDF documents on the CLT Website.

## Ordering of Materials

**Materials Supply** will explain how we will serve you by providing the text books and tests. We also import **Library Sets** that are suitable for general usage but no single books can be selected nor do we have books that may be recommended such as may be found in any Christian bookshop.

Please read all the provided documents and then contact us for further details if some aspect is still not clear. We will be happy to serve you.

Christian Life Training      A mentor centre specializing in advanced e-learning technology.

# Starting a Tuition Centre

*The first action steps to take when you start a Tuition Centre*

1

Read:  
**Quick Guide**

The first document to read to help you make a decision. Two more pages spell out all the minimum requirements.



2

Examine:  
**Example Lecture**

This is a typical lecture from the first semester which gives you an idea of the style, content and method



3

Make a 5 minute  
**Phone Call**

If you still have a few puzzling questions, do feel free to phone us during office hours: (012) 565 6083/7583.



4

Complete:  
**Applicant Data**

This is the data we need to register you on the computer as a Tuition Centre having qualified lecturers.



5

Know more, get:  
**First Pack**

A comprehensive pack providing CLT **information** also available on the Internet to help inform your decision



6

Evaluate, get:  
**Standards Pack**

All the documents needed to do the required self-evaluation to be listed as a CQA Accredited Tuition Centre



7

Start: **Decide,**  
**Enrol** and **Order**

Get every decision make on board when you make the final decision. Then order the first books by phone.

# Applicant Data

To apply for information to become a CLT Tuition Centre

To the **CLT/CQA** Application Board: Reference No: .....

Please submit **information** for CLT registration and CQA accreditation.

**Please complete:** (and fax back to 012 567 5550 to receive information books @ R184)

Name of Institution: .....  
Intended name of Tuition Centre

Contact Person: .....  
Person initiating the Tuition Centre

Address - Postal: .....

Town (post office): ..... Code: .....

Street address: .....

Town/Suburb: ..... Code: .....

State/Province: ..... Country: .....

Telephone: Office ..... Home: .....

e-mail: ..... Fax: .....  
Strongly recommended to have one

Web-site address: http://www. ....  
Website is not required

Highest level to be offered: Certificate ..... Diploma ..... Degree .....

Operating since: ..... (year) or Now starting .....  
Till now used own curriculum

Type of offering: Contact  Dist.Mentor ..... Correspond. ....  
Only for advanced levels

Credit system used: Semester Hours ..... Notional Hours   
As used in the USA

Academic Field: Management ..... Sociology ..... Education ..... Law .....

Counselling ..... Psychology ..... Communication ..... Health ..... Ministry

Number of Lecturers: (Full time) ..... (Part-time) .....

Number of Students: ..... (currently) or envisaged: .....

Quality Officer (HDE or B.Ed Test Moderator): .....  
Person co-signing to verify marks

**Signature:** On behalf of the Institution, I declare this data to be true and correct.

Signed: ..... Position: .....  
Usually the intended Dean

Qualification: ..... Date: .....  
Someone having DipTh/DipMin

# ***Your Response:***

***Confirm your decision!***

***Please send us an e-mail asking for the **Info Pack.*****

***If you would like to inform your staff concerning the requirements of Higher Education, then also ask for the **Accreditation Pack to register with CQA.*****

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**Note:** CLT does not offer any qualifications but helps Tuition Centres to Mentor students who are registered at a place of Higher Education. CLT does not issue qualifications, merely gives advice regarding planning for life-long learning.