

Student Handbook



Youth With A Mission

In training partnership with Institute for the Nations, Australia

Please read this handbook prior to enrolment with
any course with Institute for the Nations.

Institute for the Nations- Australia is a part of Youth With A Mission (YWAM) International. The Institute for the Nations, Australia is a registered training organization offering accredited and non-accredited training and learning experiences in and from Australia. Institute for the Nations is affiliated with YWAM's international network of tertiary level education/training known as University of the Nations. The University of the Nations is not registered or accredited as a university in Australia.

CONTENTS

WELCOME.....	3
UNIVERSITY OF THE NATIONS	3
COMPETENCY BASED TRAINING	3
LIVE-LEARN CONCEPT	4
APPLICATION PROCESS	4
VISA PROCESS.....	5
DO YOU SPEAK ENGLISH?	5
COURSE FEES	6
STUDENT SUPPORT STRUCTURES	7
<i>Overseas, under age students</i>	<i>7</i>
<i>Confidentiality.....</i>	<i>7</i>
<i>Department of Education.....</i>	<i>7</i>
IF SOMEONE HAS A COMPLAINT OR PROBLEM.....	8
APPEALS REGARDING SUBMITTED COURSE WORK.....	9
STUDENT PERFORMANCE AND CONDUCT	9
MAINTAINING ENROLMENT.....	9
<i>Tracking your Development</i>	<i>10</i>
<i>Course Participation and Attendance.....</i>	<i>11</i>
DISCIPLINARY PROCEDURES.....	11
<i>General thoughts for handling “sticky situations”:</i>	<i>11</i>
<i>How to avoid the need for someone to confront you:</i>	<i>12</i>
ALL ARE VALUABLE AND UNIQUE	12
<i>Harassment and Discrimination.....</i>	<i>12</i>
RECOGNITION OF PRIOR LEARNING	13
<i>Mutual Recognition.....</i>	<i>13</i>
<i>RPL Process</i>	<i>13</i>
STUDENT TRANSFERS.....	13
GAINING ACCESS TO YOUR RECORDS.....	14
FAMILIES WITH CHILDREN	14
CHILD PROTECTION.....	14
INSURANCE.....	14

WELCOME

Welcome to Youth With A Mission and Institute for the Nations, Australia. We are pleased that you have taken time to find out the opportunities we have to offer you. Here in YWAM Australia we are dedicated to giving you quality training that will equip you in whatever area God has called you in. Our goal in training is not to give you more academic knowledge, but rather to give you wisdom with your knowledge so that you can go out and make a difference in the world you live in. All of our courses are designed with missions in mind, our call to the Great Commission.

Following in these pages is a bit of how we run our training. These are things that you need to be aware of if you are to enrol in a course with us. This is not the only document that is available, but should be read with the Course Information. We also have a Policy and Procedure Manual which details our training systems further. If you have any questions about any of these things, or about anything else, feel free to contact the School Leader or the Registrar at the YWAM Centre you're most interested in.

Those of us in Youth With A Mission tend to use a number of acronyms in our communication. So here are some definitions that you may come across that might help you:

YWAM- Youth With A Mission

YWAMers- staff and students of Youth With A Mission

IforN- Institute for the Nations, Australia- YWAM's training organization in Australia. The IforN is a Registered Training Organization within Australia.

UofN- University of the Nations- The UofN is YWAM's training internationally. The UofN offers degree courses, however they are not necessarily recognized.

DTS- Discipleship Training School- The initial training course run by YWAM.

UNIVERSITY OF THE NATIONS

Institute for the Nations, Australia is a part of YWAM's international training structure called the University of the Nations (UofN). The UofN offers many courses, seminars and degree programs around the world. Most IforN courses will earn you credit with the UofN. The UofN is not registered for recognized accredited training.

For a thorough learning experience, UofN requires degree qualifying graduates to have studied in more than one continent. The UofN requires for anyone studying for a degree to undertake YWAM's 3 core-courses that are designed to lay a common foundation of knowledge, understanding and skill in areas of Communication, Biblical Studies, and Humanities, Science and Technology.

For more information about the UofN check out their website at www.uofn.edu.

COMPETENCY BASED TRAINING

Ever since its formation the Youth With A Mission has adopted an educational model which focuses on training toward competence in specific tasks rather than training to deliver specified content. The desired learning outcomes become the guidelines for choosing curriculum and content. Assessment of all aspects of a student's achievement and competency reflect that model.

Assessment is undertaken continuously and consists of a range of approaches that are relevant to the learning outcomes sought. For instance, assessment may be a combination of written assignments coupled with a demonstration of skills and knowledge in a practical setting. Observation of the student's application of learning in field work is an essential element of assessment.

As these training programmes are preparing trainees for future involvement in Christian missions, an equally important component of both training and assessment is demonstration of appropriate Christian character.

LIVE-LEARN CONCEPT

The live-learn concept means establishing community for the purposes of learning. Following Jesus' example and others from the Bible and throughout history, we work to establish a community of common values and to learn together. We believe that learning takes place best in the context of relationships. The strong emphasis placed on relationships between students and staff and on small groups and student activities provides a secure atmosphere that optimises the learning experience.

The 'classroom' becomes a lot more than the place where students sit down and take notes. Practical workshops and interaction; working together on a project; small group activities; communal worship, prayer, meals and social activities are extensions of the classroom experience. Students find themselves learning from staff in the classroom, in the streets, in the kitchen, in the workshops and in many other situations that promote learning and personal development.

It is a community learning experience, based on the scriptural principle of a body of believers who are one in spirit, working together as a team toward the same objectives. Teamwork implies a sharing of resources, ideas, talents and working together in unity. The great variety of course related activities provide a rich medium for the development of deeper relationships.

Students live in accommodation arranged and supervised by Youth With A Mission. Staff also share similar accommodation during the classroom phase and, during the field assignment phase, usually the same accommodation as students. Living and learning together provides staff with unique opportunities for assessing students in terms of achievement, character and attendance.

APPLICATION PROCESS

When a person inquires they are sent an application form. When submitted, this information provides the basis for selection of students. Should we require any more information we will contact you.

When making application, applicants will have opportunity to read and assess the mission's vision, values, policies and procedures before joining.

Applicants to the course must supply the following information as per the application form:

- Experience, qualifications and aspirations
- Personal statements relevant to the particular course
- Christian character and calling
- References as specified in the application forms

Once the YWAM Base has received the above forms from the applicant, the information will be reviewed and prayed over by qualified staff in reference to your readiness for training and suitability for the mission field for which the course prepares people. In addition the staff will be seeking a sense of where God may be leading you in relation to this specific training course or programme. It is important both for you as a student and for us a training location to be in agreement concerning God's leading for you in this course.

Prior to enrolment, students will be given further opportunity to review the policies and procedures which are written in this document. This includes the process for handling grievances as outlined in this Handbook.

It is a requirement of Youth With A Mission that a Discipleship Training School be completed prior to enrolment into another YWAM course as well as any place on YWAM staff. The DTS can be done either in Australia or overseas and is equivalent to the Certificate III in Discipleship.

"The DTS is the foundational building block of YWAM, the cornerstone of the mission. It is our DNA, our genetic code. The DTS/CDTS gives vision, it gives understanding, it gives people something to hang on to so that they will know what YWAM is and what YWAM isn't." *(excerpt taken from UofN Reference Guide 2005: "The DTS/CDTS is YWAM's Foundation")*

In most cases we cannot enrol international students who are currently studying in Australia and have not yet completed 6 months of their initial course. Also, in most cases, except due to exceptional circumstances, we will not grant transfer requests to another Training Provider.

After scrutiny and prayer of your application you will be informed of either your acceptance for the course or reasons for non-acceptance. Should you be accepted you will be sent a **Letter of Offer**. Upon your receipt of our Letter of Offer we need the applicant to read the conditions of enrolment stated in the **Acceptance of Place**. This form needs to be signed and submitted to the Registrar with the deposit and Overseas Student Health Cover fee (if applicable). For overseas students- When the Registrar receives this, within 2 weeks the applicant will be issued a **Confirmation of Enrolment** with which the student can use to apply for the Student Visa. We have the right to not accept a student.

VISA PROCESS

Non-Australian students require a visa to enter Australia. Many of our courses are eligible for a Student Visa. Speak with the Registrar at the YWAM base of your interest to find out the specifics for your Course.

Students from "High Risk nations": The Australian Immigration Authorities require certain nationals to go through a 'pre-visa approval' process. If this is the case we will also provide you with a letter of invitation to assist you with this stage of the process. Once you have your 'pre-visa approval', or if you are from a nation that is not required to go through this process, we will send you an 'Acceptance of Place' form.

Once you've been accepted (or have received your "pre-visa approval" your next step will then be to sign the **'Acceptance of Place'** form and return it to us indicating that you have contracted to attend the course and agree to the conditions stated.

It is also a requirement of the course that you send us a deposit including non-refundable fee plus the fees for Overseas Student Health Cover (OSHC) (see specific details for costs). This money is required to ensure that you have a place on the course and is a deposit that will be taken off your total course fee.

It is also a condition of your student visa that you have **Overseas Student Health Cover** with an Australian health insurance company. We have designated Medibank Private as the supplier of this health cover. Your 'Confirmation of Enrolment' form must include confirmation of this cover, so you should send the fee for this at the same time as you return your *Acceptance of Place* and enrolment deposit.

Further information about the Overseas Student Health Cover is available from the Medibank website on: www.medibank.com.au

We will be available for advice at all stages of this process. Further information about visa processes is included in the 'Offer of Place' letter.

DO YOU SPEAK ENGLISH?

(For students whose first language is not English)

Most courses run by the Institute for the Nations are conducted in English. However, there are a few accredited and non-accredited courses run in other languages. Please check with each YWAM Base for specifics of their courses.

To obtain a student visa, students will require a sufficient standard of oral and written English proficiency in order to benefit from the training they are undertaking. The Australian Immigration Authorities may require people from specific nations to pass the International English Language Testing System (IELTS) test at 5.5 or higher in order to get a student visa to study one of our courses

With your School application form you must supply documentary proof of English proficiency for your comprehension and expression of spoken and written English. Acceptable forms of documentary proof may be any one of the following:

- Successful completion of a Youth With A Mission course, at any of our locations world-wide, where English is the primary language of instruction
 - Please submit copy of UofN Course certificate in English
- International English Language Testing System (IELTS) test of 5.5 or higher taken in the last 12 months
 - Please submit a copy of score results in English
- Studies in an English speaking school for 1 year or studied English for 4 years with passing grades
 - Please submit a copy of grades/transcript in English, or; reference letter from School Administrator in English

For those who would like some English training before taking one of our courses, the IforN offers an English training course called "English for Missions". In addition to full English training, the course offers specific training in terminology commonly used in missions work or in missions training programs. (To study in our English for Missions course [Certificate II in English for Missions 52248 or Certificate IV in English for Missions 52261] an IELTS score 4.5 or higher is required).

COURSE FEES

(The following information is taken from the University of the Nations Catalog 2005-2007)

All UofN [YWAM/IforN] personnel are responsible to raise their own support, they receive no salary for their service. Volunteer staff, efficient housing and dining and student work assignments are factors which contribute to low costs. Students serve up to ten hours per week in student work assignments, assisting staff in maintaining facilities and related operations. This practice aids in maintaining the [Facilities], promotes team work and student/staff interaction, and provides students with an opportunity to serve.

God's provision for individuals comes in different ways. A student's family may assist in paying for the student's tuition. If students have committed themselves to mission work and have taken a Discipleship Training School, support often comes from home churches. Some students earn money in advance while others see their need met through gifts from supportive friends. Many times, students sense God's leading to give to one another. Responsible stewardship and generosity are foundational values of the mission.

Course Fees: Student fees are to be paid in full upon arrival. Any exception must be documented in writing and approved by the specific school leader before the student arrives. Students enrolled in a course are expected to continue through the entire course.

Expenses vary widely according to the courses and the cost of living where a course or a field assignment may be taken. Contact each location directly for current fees.

Refund Policy: Policies for termination or early student withdrawal due to extenuating circumstances, such as death in the family, will differ at various locations.

Ask the Registrar for current refund policies for your course.

When a refund is given to a student, a written statement describing the refund must be given to the student and a copy kept in the student's file. If the Course does not run, is delayed, or is cancelled during the Course, the refund must be given to the student(s) within 2 weeks. A student may request a refund by submitting a written request to the Registrar or Accountant and the refund must be given within 4 weeks of receiving a written claim from the student. Refunds will be given as per the refund schedule.

This refund policy is covered by the legislation under the ESOS Act 2000 and ESOS Regulations 2007. This agreement does not remove the right to take up further action under Australian Consumer Protection Laws.

STUDENT IDENTIFICATION

As of 1 January 2015 all students undertaking nationally recognized training in Australia must have a Unique Student Identifier (USI). This USI is a number generated by the Australian Government USI Registrar. The USI system records results of all training you have undertaken in Australia. You are able to access it any time, give access to training organizations to update your details, or print off transcripts of your training details.

The USI is free to obtain, it can be created online, and can be accessed at any time, online. If you do not already have a USI Youth With A Mission will assist you in creating one for yourself upon arrival to the Course. This will require any Australian government generated ID document (such as drivers license, passport, medicare card), or for overseas students, your passport which holds your Australian visa. You will need to give your USI number to the Registrar at your Base in order for YWAM to link your training outcomes with your USI. For more information go to www.usi.gov.au or request the [Student USI Information Sheet](#) from the Registrar.

STUDENT SUPPORT STRUCTURES

A student experiencing any difficulty with a course will be offered immediate assistance by the Course Staff.

A support service is offered to students with problems directly related to study as well as with general personal concerns. These may include stress due to study and assessment, a grievance, familiarizing to new surroundings, financial matters, or personal issues. These services include orientation, academic progress, further study and accommodation support.

All students have regular meetings with a group leader, which provide an opportunity for support guidance and prayer. The Group Leader is the first point of contact for support. Where matters arise beyond the scope of training of the staff, the student will be referred to suitable qualified personnel such as the Course Leader. Discussion groups happen at least once a week, and individual meetings with the group leader are regular and available upon request. These activities will help the student in areas of their study and personal development.

Guidance on further training after the Course is provided by the Training Coordinator in conjunction with course leaders.

Overseas, under age students

The course leader and staff will be sensitive to cross-cultural issues and meet the special needs of international students, especially those under eighteen years of age. Applications for underage students must be discussed with the parents prior to enrolment. All under-age students must stay in approved accommodation. YWAM training includes accommodation therefore, we will arrange accommodation for the student, and note this to the Department of Immigration. The length of our responsibility for the under-age student will be stated in the Student Visa Conditions. Underage students must stay in YWAM provided accommodation, or risk being in breach of their student visa. In most cases, underage students will not be able to holiday or take trips away during or after their course.

Confidentiality

All personal information disclosed by a student to staff in personal discussions or in written form remains confidential between the student and the staff persons responsible for that student's welfare. Such staff persons will be limited to those who 'need to know' in order to provide appropriate care to the student

The following limitations apply:

- where the information disclosed relates to behaviour which contravenes the values and principles of Youth With A Mission and the Institute for the Nations, persons responsible for responding to behavioural breaches may become involved
- where information disclosed relates to a criminal offence, Institute for the Nations may be obliged to report that information to the relevant authorities
- when required by due process of law, Institute for the Nations will provide such specific information as falls within the bounds of the legal requirement

Institute for the Nations is not responsible for the actions of students who disclose information they have received from other students.

For a full view of our [Privacy Policy](#) please request this from the Registrar of the YWAM Base you're in contact with.

Department of Education

The Department of Education in Australia wants all overseas students to know your rights and responsibilities. Please read a description of the ESOS department at http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork.pdf.

IF SOMEONE HAS A COMPLAINT OR PROBLEM

Access to a just and equitable process for dealing with grievances will be provided at all times.

The Word of God says, "If it is possible, as far as it depends on you, live at peace with everyone" (Rom. 12:18). When conflicts arise, often there is an accuser and an accused. We need to remember to hold each in equal esteem before the Lord. We must not prejudge either side but be open to each "striving to maintain the bonds of peace" Ephesians 4:1-3. In the vast majority of situations, no one has acted with malice. Rather, one or more believers have acted unintentionally or foolishly and brought hurt to one or more people.

In the YWAM family, we are called to live and work together in humility and harmony. When conflicts arise, our goal is to bring reconciliation and release for both parties for further service in God's kingdom. We should not enter into conflict resolution seeking someone to blame or punish. We should seek restoration.

YWAM's procedure in handling grievances includes the following Biblical principles as outlined in the policy:

- We all need to forgive- if an offence has taken place, the offended must forgive in order to experience healing and restoration.
- Biblical principles regarding justice- Our justice must reflect the justice of God which is shown through his character throughout the Bible.
- Reconciliation is always a goal of God's justice.

Complaints must be made within 20 working days of the incident happening. Any complaints brought forward should follow the Matthew 18 principle. The process for bringing forth grievances and complaints are:

- If the complaint is about another person, the individual should approach that person they have a complaint against before involving others.
- If no reconciliation can be made, the offended individual can then bring the complaint to their group leader.
- Should this fail to bring resolution, the matter may be taken to the course leader.
- At this point, if the individual chooses that this be a formal complaint, a [Complaint Form](#) will be filled out as a record of the meeting. Should this still not see resolution, the issue will be taken to the appropriate Centre Director. As a final point of resolution, the situation may be taken to the YWAM Base Leadership team. If the individual is still unsatisfied with the results of the complaint/appeal they may involve an independent party, which the organization will arrange at little or no cost to the student. After the decision has been made after one external complaints process, we have the right to report the student on PRISMS.

At all stages these meetings are informal and conciliatory. The student's views will be heard and respected. YWAM's position and policy will be clearly communicated without prejudice.

The process for hearing the case will begin within 10 days of receiving the formal complaint/appeal. A Student must stay enrolled during the processing of the complaint or appeal.

All procedures, agreements and action steps will be recorded and held in confidence. The student will receive a copy of the [Complaint Form](#) which will include the outcome and reasons for the outcome. If the decision is in favour of the student, the School will immediately implement any corrective measures, decisions made or preventative measures as per the outcome.

At any stage an independent party may be set up if desired by the individual or organization, or a support person requested for either party. The organization will then arrange for the mediation. If an overseas student (on a student visa) feels that his complaints/appeals were dealt with unfairly they may contact the Overseas Students Ombudsman. The Overseas Students Ombudsman is free and independent. Find out more at www.oso.gov.au or phone 1300 362 072. If an Australian student, or student studying on something other than a student visa, feels that their complaint/appeal was dealt with unfairly, they may contact the Australian Skills Quality Authority (ASQA) www.asqa.gov.au or phone 1300 701 801.

The student may also make any complaint about the conduct of the YWAM Base or the Institute for the Nations to the Australian Skills Quality Authority (ASQA- details above) who will look at YWAM's policies and procedures to see that YWAM followed these in making the decision.

This policy does not dismiss the student's rights to pursue other legal action.

For further information see *UofN Reference Guide 2005: YWAM Guidelines for Justice and Reconciliation*.

APPEALS REGARDING SUBMITTED COURSE WORK

If a student at any point feels they have been assessed unjustly the student has a right to appeal, up to 20 working days after the assessment decision. The response must begin within 10 days of the appeal. Any appeal against assessment or RPL/RCC will be heard in the first place by the course leader. Appropriate evidence of assessment will be made available to students who appeal against decisions.

Should the student still remain unsatisfied, the College/Centre Director at that location will become involved. If the decision still cannot be resolved, the Institute for the Nations – Australia Board may also be called in to adjudicate.

A panel involving at least one person not associated with the student or Institute for the Nations - Australia may be set up if required. This would only occur in cases where no resolution was possible through the means described above.

All procedures, agreements and action steps will be recorded and held in confidence. The student will receive a copy of the Complaint Form.

All other procedures for dealing with appeals of course work follow the same policies as the Complaints Policies.

STUDENT PERFORMANCE AND CONDUCT

The following is an excerpt of what we require of the students' behaviour while attending the IforN course. More information can be found in the *UofN Reference Guide 2005*.

"All students enrolling in the U of N are expected to be committed Christians who aim to further glorify God in their lives. As a result, faculty and staff have high expectations for each student.

"The U of N modular education system demands concentrated study and continuous diligence, because the academic content of each course or school is equivalent to several secular university courses. Since the expectations and demands are high, student performance is monitored carefully.

"The U of N believes that the development of Christian character is an integral part of our training and a central ongoing goal of the U of N. Consequently, we expect that the conduct of U of N students will be in keeping with Biblical standards. Any verified moral violation (including but not limited to sexual immorality, lying, dishonesty, theft, substance abuse, physical abuse or sexual abuse) will be considered grounds for disciplinary action including probation and possible dismissal from a course or degree programme."

All staff and students are to be living out the principles of God with regards to their behaviour and actions, to themselves and to those around them. If an incident occurs, then the **Disciplinary Procedure** is put into affect. Please see the **Code of Conduct** available from the YWAM Centre for more details.

The Disciplinary Procedure will begin as soon as seen fit by the Course Leader or any other members of the Leadership Team of the Base. Unresolved issues or ongoing issues may end in cancelling the student's enrolment. If this is the case, the student may be issued with a Notice of Intention to Report, detailing our intention to report their change in enrolment to the immigration authorities. The student has a right to appeal using the **Appeals Process**.

MAINTAINING ENROLMENT

Our heart is to disciple and equip each participant in their destiny and purpose. We will work alongside every student individually to see their competency at the end of the course. Some scenarios may arise, however, which require us to defer, suspend or cancel a student's enrolment. We must look at areas of academic performance, attendance to activities and conduct and behaviour. The staff of the Course will follow the **Disciplinary Procedures** with regards to issues of conduct and behaviour as expected for the individual YWAM Centre. Please see the Course Information and further information from the Base about these requirements.

Due to the intensity and the length of our courses, under normal circumstances it is not possible for a student to defer or suspend a course. Students enrolled in the Discipleship Training School will not be able to defer or suspend their studies. A deferment of studies by request of the student will only be allowable in exceptional cases, as deemed such

by the Course Leader and Regional IforN Board Member. If it is granted, the student will have to make up any missed weeks/units for full credit after the course as they cannot 'make up' weeks of study during the course, as per the UofN requirements.

The Course Leader may decide to defer a student's enrolment, either by request of the student or imposed by the Course Leader for reasons such as:

- If the student has been sick or has been absent and unable to participate fully in the Course, deferment may be available to continue the Course after the incident
- If the student has not adhered to the Codes of Conduct and the Course Leader would like to support the student to complete the Course at a later date
- The student is not yet ready (spiritually or emotionally) for the cultural sensitivity or the intensity of the field assignment

In these cases, the Course Leader can defer the enrolment until the start of the next Course, if no more than 3 months away.

The Course Leader may decide to cancel a student's enrolment for the following reasons:

- Continual breach of the Code of Conduct or Base Guidelines (available from the YWAM Centre) even after verbal discussions and warnings
- Or any concerns as mentioned in the "Course Performance and Conduct"

In any case, the student will be notified of our [Intent to Report](#), verbally and in writing. Overseas students will need to note that the Registrar is then required to report the change in their studies to the immigration department.

Tracking your Development

To help each student learn and grow in knowledge, skills and character related to the course outcomes, students will be monitored to ensure they're meeting course requirements throughout the course, and that they will finish the course in the expected time. Satisfactory progress is also a requirement to maintain a student visa.

On most Courses, a decision of competency in that course is only assessable at the end, due to the fact that most of the assessment is on-going. Students will be monitored each week through reviewing their assignments and one on one and small group discussions with their small group leader or Course Leader and other specific assessment points. Through frequent and daily contact with the students, staff are able to continually give feedback to the students of their development and are able to monitor their progress, to ensure they will finish the course within the time specified for the course.

Students are required to maintain and meet at least 80% of the course assignments for each phase by the end of that Phase of the training. If at the end of the lecture phase they have not met this, the Course Leader will speak with the student directly and will come up with an 'Action Plan', a way to support the student to see them meet the requirements through the next phase. However, if a student is not upholding character or behavioural standards this may result in the student not being permitted to attend the field assignment due to cultural, ministry and team dynamics required for that assignment and location. The Action Plan may be implemented at any time during the Course.

At the end of the second phase of training, and the implementation of the Action Plan, if the student has still not met the minimum course requirements they will not be able to graduate the Course. The Registrar is required to notify the student of his/her intention to report the student to the Department of Immigration. This policy differs for the SBS and BLS, see the Course Handbooks for these courses for more detail.

A full view of our [Course Progress Policy](#) is available upon request from the Registrar at the YWAM Base.

Extensions of study dates are only available in very limited circumstances. In most instances, we will expect that a student will finish the Course in the time frames laid out in the CoE. These circumstances include:

- compassionate reasons such as serious illness or injury (in which case there should be a medical certificate issued) that took them out for a while or death of a close family member, disaster in their home country, etc
- the Course Leader conducted an [Course Progress Action Plan](#) with the student previously
- an approved suspension or deferment of study (*see above*)
- if the Base is not able to provide a particular pre-requisite which the student initially enrolled in and will have to do at a later time

- or any other type of compassionate and compelling reason deemed as such by the Course Leader *and* Training Coordinator

Course Participation and Attendance

All scheduled activities require attendance, unless otherwise stated. If a student is not able to attend a session they should let one of their staff know directly. Lack of participation in the course can be grounds for cancellation of enrolment. Lack of participation can include:

- consistently not submitting course assignments on time
- submitting insufficient course assignments even after having discussions with the Staff or a having undergone an intervention strategy
- frequently not attending class or coming late
- frequently not attending other scheduled activities such as group discussions, work duties, ministry/outreach, etc
- refusing to participate in any ministry which is a part of the course requirements, either locally or on outreach

Attendance will be taken during the course. Students must maintain at least 80% attendance to all scheduled sessions for lecture phase and field assignments.

On most Courses, attendance will be checked every 2 weeks. If a student has missed 5 consecutive days or is near dropping below 80% an informal discussion will be had and support given. If a student has dropped below 80% after that point we will notify students of our **intention to report** them to the authorities through written form. This may be emailed to them, handed to them in person, or put in their mail box / pigeon hole at the YWAM Base. A drop below 80% will risk the student being reported to the Immigration authorities, which may result in a cancellation of the student's visa.

DISCIPLINARY PROCEDURES

All actions taken for disciplinary measures, including dismissal, require justifiable reason and fair procedure. Students and staff are made aware of all policies prior to enrolment and have understood and accepted the purposes and values of the school in which they are enrolled. This is verified by their signature on the Acceptance of Place form. Should the behaviour of an individual consistently conflict with these purposes and values, leadership should re-evaluate with the individual their continued involvement with the school or ministry. A normal process would begin with seeking understanding whether or not the individual is prepared to accept the conditions of continued involvement in the school. A review of the Guidelines of the Campus and the Course will be made. The matter will then be discussed between the student and the Course Leader with a view to reconciliation, and if necessary a verbal warning will be given to the student or written communication if deemed necessary.

If the verbal warning is unheeded, the course leader will approach the student again, giving a second warning. If the unacceptable behaviour continues, the Centre Director will be consulted for final discussion and an attempt at reconciliation. If the individual is not prepared at this stage to accept the conditions of continued involvement, this amounts to a decision on their part to leave. A decision will be confirmed in writing using the [Disciplinary Action Record](#).

Any refunds given will follow the course refund policies as outlined.

Immediate, unilateral dismissal is rare and will only happen in exceptional circumstance, for instance, where required by law.

General thoughts for handling "sticky situations":

- In hearing a rumour or report of another's sin, always approach the need to deal with it through the grid of grace.
- Remember that restoration is always the end goal of correction. Humility on the part of the leader is a key ingredient.
- Always believe the best in others.
- Guard your tongue. Be careful about who you share your thoughts of offences with.

How to avoid the need for someone to confront you:

1. Make yourself vulnerable and approachable. Create an environment that encourages people to feel free to give input and ask questions. This will also allow many opportunities for you to teach principles.
2. Be humble. Freely admit, "I don't have it all together. I need you and your input." Recognize that you have areas where you need to learn. A threatened [person] carries a heavy burden, always trying to cover over weaknesses to make himself look good.

Note: Unacceptable Behaviour is determined by the course / base leader. See UofN Reference Guide 2005: YWAM Guidelines for Justice and Reconciliation and Guidelines for Giving and Receiving Correction for more information.

ALL ARE VALUABLE AND UNIQUE

Access to training with Institute for the Nations – Australia and Youth With A Mission is not restricted by age, gender, nationality, cultural, social or educational background.

All training offered by Institute for the Nations – Australia is for the purpose of equipping participants for work in Christian missions or ministry. As such it is important that they truly represent Christ, not only in word but also in lifestyle. Therefore, adherence to Christian beliefs and practices, and membership of a Christian body of believers, is an essential requirement of participants.

Youth With A Mission is itself a multi-cultural community consisting of staff from many nations, cultures and social backgrounds. As part an international missions agency, YWAM not only caters to but also encourages cross-cultural interaction. It is an essential component of missions training.

No training offered by Institute for the Nations – Australia is gender specific. The only exception is in regard to working in other nations and cultures where fulfilment of certain roles by members of a particular gender is not acceptable to that culture.

Where appropriate (e.g. Certificate III in Discipleship) specific variations of courses may be offered to cater for differing age requirements of participants.

Fees for all courses will be kept to a minimum. The purpose of this policy is to encourage participation by students from as wide a range of socio-economic backgrounds as possible within the provision of quality training.

The objective of each training course and program is the achievement of competency in the learning outcomes. As a result, training staff are committed to working alongside trainees to assist them in whatever way necessary to maximise their learning potential. Staff are trained in an appreciation of differing learning styles and will structure training in such a way as to provide an equitable and fair training environment and assessment procedures.

Where it is apparent, after the commencement of the course, that a student's educational level may be inconsistent with the level of training for which they are studying, every effort will be made to assist in their training and alternative assessment procedures may be offered.

Where a student may have special disability needs, Institute for the Nations – Australia will seek to accommodate those needs, on an 'as needed' basis.

Harassment and Discrimination

Institute for the Nations – Australia, maintains and observes high standards of behaviour and character among staff and students. As a Christian organisation, high standards of character and behaviour are promoted and expected, in adherence to Christian beliefs and practice within a Biblical framework.

Harassment (sexual, bullying, intolerance, etc) of one individual or group by another individual or group is unacceptable – whether this is on the basis of gender, race or any other cause.

Any such behaviour that is brought to the attention of staff will be addressed immediately by the appropriate leadership. The primary aim will be reconciliation between the parties and the promotion of character growth.

If harassment is carried out by a student or group of students it will be addressed by the course leader. The Centre Director may get involved if there is no reconciliation.

If harassment is carried out by a staff member it will be addressed first by the Centre Director, and then by the YWAM Centre Leadership team, should necessity require it.

If harassment or other unacceptable behaviour persists, the individual will be requested to discontinue their course or involvement as staff.

RECOGNITION OF PRIOR LEARNING

Mutual Recognition

Institute for the Nations recognizes Qualifications and Statements of Attainment which are issued by other Registered Training Organizations (RTO) within Australia

If a student can present an official certified transcript that shows he/she has completed accredited competencies at another RTO in any course or competency which the IforN offers, course transfer will be given to that student, and they will not have to gain recognition. A copy of the original certificate will be held in the student's file.

IforN recognizes the UofN DTS certification from any YWAM Base and accepts completion of such a DTS as equating to the Cert III in Discipleship as the pre-requisite for other qualifications. However, students who wish to attain the Cert III in Discipleship and be issued with a Certificate of Qualification for that will be required to go through a recognition process, as described below.

RPL Process

The IforN offers Recognition of Prior Learning (RPL) in only a few instances. Through RPL the IforN can acknowledge previous training that someone may have received. It would be necessary to show evidence of these and their relevance to the course.

RPL is available for the following circumstances:

- 1) Where an individual did a YWAM/UofN Course outside of Australia and would like to gain recognition for it through the IforN.
- 2) Where an individual did a YWAM Course within Australia prior to that Course being accredited or registered and they would like to gain recognition for it through the IforN.
- 3) For TAA trainees or BLS/CML trainees who have had recent experience in the YWAM ministry/school environment and would like to fast-track their assessment processes. However, in this case, the trainee will still need to participate in all formal learning and team activities.

An RPL/RCC application and evidence kit is available on request.

RPL/RCC will only be granted for complete Units. Competence in all learning outcomes/competency standards for that unit and Course must be demonstrated before RPL/RCC will be granted. Students who wish to apply for RPL must provide details of prior experience or training that may be relevant and/or demonstrate competency in outcomes of the course. Any prior learning through training or experience must be transferable to the context for which the course is designed. Students will need to demonstrate the application of knowledge and skill within the prescribed context. The final decision regarding RPL/RCC will be made jointly by the course leader and training director.

STUDENT TRANSFERS

If an overseas student is interested in transferring to another course or training provider (YWAM or non-YWAM) please contact the Registrar for a look at the full [Student Transfer Policy](#). Transfers are acceptable with limitations when transferring prior to completing 6 months of the principle Course. If transferring after 6 months no limitations apply. Transfer will be granted through a 'letter of release' where:

- The course which the student is transferring to is more suitable for them and their career/ministry direction
- They arrived late to the course or has missed significant amounts of the course due to circumstances which were out of the students control (such as illness or traumatic incidents, etc) and would like to start the course from the beginning else where.

GAINING ACCESS TO YOUR RECORDS

Trainee records are kept confidential with only authorized staff having access. Trainees may have access to their records through the following procedure. To access any of your personal files or assessment files, please request a [Personal Information Disclosure](#) form from your Course Leader or the Registrar. They will set a time appropriate for both you and them to allow you to view your records.

If you would like to give access to any portion of your records to another person or organization you may also request the [Personal Information Disclosure](#) form and mention what part of your records you would like released. The Registrar can only send a copy of the records and keep the originals here (unless in the case of applying for a school at another base, prior to enrolment for that course, then the original application may be sent).

FAMILIES WITH CHILDREN

Dependent children of international students (entering Australia on student visas) do not receive free education. Student visa requirements are that all dependent school-aged children must be attending school. To attend government schools, fees range between \$4000 for primary education up to \$15,000 for secondary education. Private/Christian schools, that are registered to admit the dependents of international students, do consider enrolment of children, depending on availability. In some instances, discounts are available. Homeschooling may also be an alternative. Contact us to find out about both Christian/private and Government schools nearby. Whilst it is the responsibility of the parents to make enquiries to the individual school, some information is available upon request from our Registrar.

Contact the Registrar for any other child services we can offer.

CHILD PROTECTION

YWAM Australia has in place Child Protection Policies to protect children (those aged under 18 years) in our training courses as well as those we minister to. All staff, students and volunteers will require back ground and/or reference checks, as appropriate to the position they're filling. Please check the child protection policies at the specific YWAM Centre that affect you.

INSURANCE

Each YWAM Base holds insurance relevant to the needs of the ministry. This includes Volunteers insurance and Public Liability. However, it is a requirement of YWAM Australia that all staff and student hold their own personal health cover. For students arriving on Student visas, you will obtain Overseas Student Health Cover. You can obtain more information about this from the respective YWAM bases. Staff can obtain suggestions for cover from your respective YWAM Base.