

DEEPER PLACES  
INTIMACY, HIGH  
ER WORSHIP, AN  
GREAT EXPERIEN  
AND ENJOYING



PROSPECTUS 2012



For further information:

**Stairway Church Whitehorse**

171 Rooks Road, Vermont, Victoria 3133 Australia

Phone | + 61 3 9837 2900 Fax | +61 3 9837 2999

Email | [info@stairwaycollege.org.au](mailto:info@stairwaycollege.org.au)

[www.stairwaycollege.org.au](http://www.stairwaycollege.org.au)



## **ABOUT STAIRWAY COLLEGE**

Stairway College is for every age group and every generation who are passionate about carrying and expressing His presence to the world around us.

You will be drawn into deeper places of intimacy, higher places of worship, and new places of experience and encounter.

In both our Ministry & Arts streams, there is a rich blend of Holy Spirit led practical and theological training. You will be equipped to live a life that invades the impossible. Full time, Part time, Casual or Intern, you WILL experience the extravagant dimensions of Christ and see that God can do anything – far more than you could ever imagine even in your wildest dreams.

It's going to be wild!



We've been fortunate to be connected to people like Bill Johnson, Graham Cooke and others who are inspiring us to pursue the things of the Spirit and the things of the supernatural world in such a way that is transforming our church.

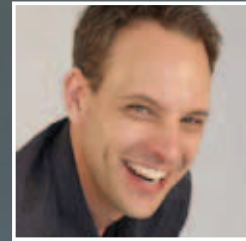
It's my great joy and privilege to watch people right across our congregation rising up, stepping into their identities and demonstrating the Father's love for one another and our community in ever increasing measure.

Stairway College has played an enormous part in equipping, empowering and inspiring our congregation to keep reaching towards the things of God and to carry and express His presence to all we meet.

We are finding that those coming to our training college are learning significant keys and lessons that they can take back to their own churches and spheres of influence. I have many pastors thanking me for helping their people discover how to walk in the supernatural in a way that transforms their personal world and enriches the life of their churches.

My great desire is that your church be blessed by sending back to you empowered disciples who want heaven to invade earth through them.

Peter McHugh - Principal



Empowerment, Presence and Transformation. These words are at the heart of our College. Over the past six years our College has been privileged to train and equip hundreds of believers in the ways of the Kingdom. Our heart is for the people of God to experience His empowering Presence and learn to partner with Him to bring heaven to earth!

God is moving and He is calling us to passionately seek Him. At Stairway College you will experience a deeper level of intimacy with God and be equipped as an effective minister of His Presence.

As the College's Director of Studies I invite you to come and be part of what God is doing here in 2012.

If you are craving deeper intimacy with the Father; If your desire is to experience the presence of the Spirit; If you are passionate about releasing the creativity of heaven in the earth; If you dream about moving in the prophetic, then Stairway College is for you! Prepare to awaken your destiny. It's going to be WILD!

Graeme Corn, Director of Studies

## ABOUT STAIRWAY CHURCH

Stairway Church; formerly C3Whitehorse, began in 1990 as Christian City Church Camberwell. Planted by Peter & Lyn McHugh and a small team from Sydney, Stairway Church today is:

- Invading the Impossible
- Pursuing the Presence of God
- Empowering people to be like Jesus
- Living in radical obedience.
- Releasing the supernatural, miracles and healings.

The time is NOW for the people of God to be awakened to His power and presence.

## COLLEGE CALENDAR

Weekly Classes are 7pm - 10pm Tuesday and Thursday

Term 1: February 21 – May 3

Mid Term Break: April 2 – April 16

Term 2: May 15 – July 26

Mid Term Break: July 2 – July 16

Term 3: August 7 – October 18

Mid Term Break: September 24 – October 8

Intensives are Saturday, 9am - 5pm

Intensives Group 1: April 14, May 12, 19 (9am - 5pm)

Intensives Group 2: July 21, 28 & August 11 (9am - 5pm)

Fast-tracked Subject: Tuesday 7pm - 10pm, Nov 13 – Dec 4,  
PLUS Saturday 9am - 5pm, November 10

Mid Term Breaks coincide with Victorian school holidays. There are no classes on Victorian public holidays. Dates and times are subject to change. Please refer to [www.stairwaycollege.org.au](http://www.stairwaycollege.org.au) for any changes to this calendar.



## COLLEGE FEES 2012

CASUAL STUDY  
(1-3 subjects per year)  
\$250 per subject

MINISTRY STREAM PART TIME  
(4 accredited subjects) \$895

MINISTRY STREAM FULL TIME  
(8 accredited subjects) \$1695

INTERNSHIP  
(8 accredited subjects + internship time)  
\$1995

ARTS STREAM FULL TIME  
(8 accredited subjects over two years)  
\$1695

ARTS STREAM PART TIME  
(4 accredited subjects) \$895

Health Care Card Holders are eligible for a 25% discount. Married couples attending the same course, spouse receives a 25% discount.

Cancellation prior to enrolment will incur a \$30 administration fee. Additional fees are applicable if cancellation is received after the first class.

Levies apply to some subjects to cover additional resources. See website for levy prices.

For refund policy please see College Policies. Please refer to the student handbook or contact the Director of Studies.

## COLLEGE ACCREDITATION

Accredited subjects credit towards a Certificate IV in Christian Ministry & Theology (30772QLD).

### REQUIREMENTS TO ATTAIN THE CERTIFICATE IV IN CHRISTIAN MINISTRY & THEOLOGY:

- Six core and two elective accredited subjects must be completed as competent
- FULL TIME - One year duration to complete the Certificate (Arts Stream full time is eight subjects over two years)
- PART TIME - Four accredited subjects
- CASUAL STUDY - is available as 1 - 3 subjects per year.

Stairway College is a Learning Centre for Australian College of Ministries (ACOM) in providing Nationally Recognised Training for the Certificate IV in Christian Ministry & Theology (30772QLD). ACOM is a registered RTO in NSW, provider #90965.

[www.acom.edu.au](http://www.acom.edu.au)

For a full copy of the College's Policies see page 18.

Government assistance may be available for full time students. Obtain Training Centre details from College Director of Studies and enquire at your local Centrelink office.

## COLLEGE ENROLMENT

Fill out the College Registration Form.  
You can email it or post to:

Director of Studies  
Stairway College

PO Box 3092  
NUNAWADING BC 3131

OR

Register online  
[www.stairwaycollege.org.au](http://www.stairwaycollege.org.au)

Intake occurs at the beginning of each term/intensive.

Registrations close on the following dates:

**TERM 1**  
February 14 2012

**TERM 2**  
May 8 2012

**TERM 3**  
August 1 2012

**INTENSIVE GROUP 1**  
April 6 2012

**INTENSIVE GROUP 2**  
July 13 2012

**FAST TRACKED SUBJECT**  
November 1 2012

## COLLEGE CONTACT

For more information or enquiries

**COLLEGE OFFICE**  
Phone: +61 3 9837 2900  
Email -  
[info@stairwaycollege.org.au](mailto:info@stairwaycollege.org.au)

**DIRECT POST TO**  
Director of Studies

PO Box 3092  
NUNAWADING BC 3131  
Victoria, Australia

## COLLEGE LOCATION

Stairway College is situated in the Eastern Suburbs of Melbourne, Australia, on the premises of Stairway Church.

It is located near train stations, and bus routes. There are amenities such as supermarkets, restaurants, parks and larger shopping centres within a 5 km radius.

The College address is 171 Rooks Rd, Vermont, Melbourne, Australia.

## COLLEGE STUDENT SUPPORT

For student support contact the College Director of Studies, Graeme Corn.

To enter the online student portal go to [stairwaycollege.org.au](http://stairwaycollege.org.au)

The student handbook also has a wealth of information and study skills support.



## MINISTRY STREAM

(SCHOOL OF EMPOWERED MINISTRY)

Stairway College Ministry Stream is for those desiring an adventurous life following the example of Jesus. Empowering, Holy Spirit led, practical and biblically based training is our foundation. Set upon fostering greater intimacy with God, from where all ministry expression flows.

Whether you hope to go into, or are in 'traditional ministry' or are simply wanting to see the gospel expressed with power in your daily life, Stairway Ministry Stream is for you. You will be equipped to invade the impossible and empowered to express His presence.

It's going be wild! See you there!

## WHY STAIRWAY COLLEGE MINISTRY STREAM?

- Holy Spirit led, biblically founded practical training and resourcing
- Passionate pursuit of the Presence
- Breakthrough atmosphere, invading the impossible
- Releasing the Supernatural
- Helping You through the doorway of Your destiny



## “OUR PRAYER

*And I ask him that with both feet planted firmly on love, you'll be able to take in with all followers of Jesus the extravagant dimensions of Christ's love. Reach out and experience the breadth! Test its length! Plumb the depths! Rise to the heights! Live full lives, full in the fullness of God. **God can do anything, you know—far more than you could ever imagine or guess or request in your wildest dreams!** He does it not by pushing us around but by working within us, his Spirit deeply and gently within us.* ”

(Eph3:19-20)

# MINISTRY STREAM

## MINISTRY STREAM SUBJECTS

### GOD SPACES: KEYS TO PERSONAL TRANSFORMATION

God Spaces is a prophetic process to discern what God is saying. You will learn to use God Spaces in all areas of life (business, marriage, family, study, future, dreams etc). It will expand your creativity in God and develop your relationship with Him. You will be equipped to use God Spaces to minister to yourself and others by going to where God is rather than where He is not.

### EXPERIENCING THE PRESENCE OF THE SPIRIT

This will tune your spirit and equip you to recognise, experience and embrace all the ways of the Spirit.

A biblical foundation for the experiences of the Spirit is laid, and the adventure of experiencing Holy Spirit in all expression is explored. Attract His Presence in your life and live from that place daily.

Special appearance by guest lecturer, Bill Johnson at Stairway Church's MORE Conference.

### INTIMACY WITH GOD

A life changing experience. Intimacy with God is the foundation of our lives. Living from a place of acceptance, not performance, you will find new levels of freedom, peace and grace. Experience the extravagant dimensions of God's love and discover the joy of an intimate relationship with Him.

### INTRODUCTION TO THE PROPHETIC

Be inspired to be a prophetic person. Establishing an intimate relationship with Holy Spirit and entering into a new level of supernatural living. Look at:

- Hearing the Voice of God
- Value of listening for the voice of God daily
- The prophetic lifestyle
- Weighing and evaluating a prophetic word
- Powerful activation Sessions



*For more details on subjects see [www.stairwaycollege.org.au](http://www.stairwaycollege.org.au) (including levy details)*

# MINISTRY STREAM

## SUBJECTS

### MINISTRY STREAM SUBJECTS

#### LEADING IN A CULTURE OF HONOUR

Be equipped to lead and influence in a Godly manner. Providing you with leadership principles, skills and experiences for church and secular leadership roles. Includes:

- Leading in a culture of honour
- Role of the prophetic in leadership
- Character of a Godly leader

Special appearance by guest lecturers Kris Vallotton and Danny Silk in April

#### LEADING & EMPOWERING YOUTH

Lead youth to connect with God in meaningful ways.

Empower a generation to influence culture.

Learn how to help them experience the Presence. Develop tools and skills in relating to young people and building a spiritual community that passionately pursues God.

#### DISCOVER YOUR UNIQUE DESTINY

A dynamic course enabling you to understand and embrace your unique destiny. Awaken the passions and unlock the dreams God has put within you. Be released into the bold and adventurous life God has always intended for you.

#### EVANGELISM RE-IMAGINED

Grow in confidence and skills in sharing the gift of God's love. You will be filled with God's love for people, have the opportunity to practice identifying the nudge of Holy Spirit and grow in your confidence in following Him.

Re-imagine evangelism for an authentic and Spirit-empowered witness.



# MINISTRY STREAM

## MINISTRY STREAM SUBJECTS

### PRAYER FOR TRANSFORMATION

Prayer shifts heaven and earth, spiritual and physical realities. Learn to seek the sound of heaven and pray with boldness and authority and to unleash heaven on earth and invade the impossible.

With spiritual principles, practical skills and exercises, your prayer journey will be accelerated and transformed.

### SUPERNATURAL HEALING

Explore the example Jesus set in praying for the sick and seeing them healed. You'll be given practical skills and experience in praying for people to be healed. Find yourself with a great confidence in God's desire and ability to heal; boldness in praying for people; and awareness of the leading of Holy Spirit.

### ADVANCED PROPHETIC

An extended and detailed experience in hearing and responding to the voice of God. Designed for those with a passion for the prophetic, looking to deepen and expand their current skills and practice.

NOTE: Introduction to the Prophetic is a pre-requisite to this subject and is mapped to the same competency for accreditation.



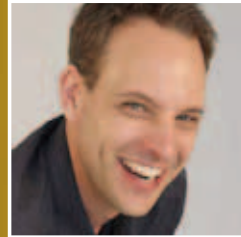
*For more details on subjects see [www.stairwaycollege.org.au](http://www.stairwaycollege.org.au) (including levy details)*

## MINISTRY STREAM LECTURERS



**Peter McHugh – Principal**  
*B Soc Stud (First Class Hons),  
Cert IV Workplace Training and Assessment*

Peter is Senior Minister with his wife Lyn at Stairway Church. With more than 25 years experience, Peter has a wealth of revelation and wisdom to impart. Peter is motivated by love and honour for God and people. He regularly speaks at numerous Bible College's, churches, conferences and seminars worldwide. Author of three books, his latest, "Above the Line" released in May 2010.



**Graeme Corn – Director of Studies**  
*B Computing (Hons), Cert IV TAE,  
Cert IV Christian Ministry & Theology*

As the College Director of Studies, Graeme has a passion to see peoples lives transformed through the irresistible love of God. He is also passionate about equipping and releasing believers to walk into their destiny.



**Lyn McHugh**  
*BA Dip Ed, Cert IV TAA*

Lyn has more than 25 years ministry experience, 22 of those as Senior Minister at Stairway Church alongside her husband Peter. Lyn possesses a strong leadership gift and is a skilled and gifted teacher. She teaches from a place of revelation and experience, specifically in prayer.



**David von Blanckensee**  
*B App Sc (Maths & Computing)  
Cert IV TAA*

Currently an Executive Pastor at Stairway Church, David's been involved in ministry for nearly 20 years. David's passionate about extending the bandwidth of a broadband connection to God. His goal: to be an authentic Christian doing what he hears His Father in heaven tell him and bringing others on the journey.

## MINISTRY STREAM LECTURERS



**Julie Sgarlata**

*Cert IV TAE*

Julie leads the prophetic ministry team at Stairway Church. Julie has had extensive involvement in the development of the prophetic ministry at Stairway Church and in training and equipping people in the prophetic. Julie's greatest passion is to see heaven invade earth.



**Jenny Cornish**

*Christian Faith Centre  
Bible College, Cert IV TAE*

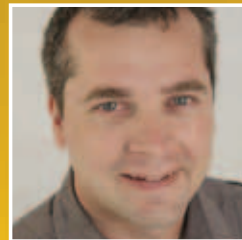
Jenny has been involved in multiple areas of ministry over 30 years. Currently she oversees the healing rooms and is a staff member of the pastoral team at Stairway Church. Jenny's committed to seeing God's people living abundant lives. She is passionate about prayer and healing.



**Jacqui Nolan**

*Cert IV in Christian Ministry & Theology,  
Cert IV in Chaplaincy, Cert IV TAA,  
Godspaces Part 1 & 2, Godspaces for  
Children*

Jacqui is compelled to connect people with God and help them discover what God has for them. Jacqui is passionate about the Godspaces methodology, having travelled to New Zealand to train with Dianne Divett (author and developer of Godspaces theory and practice), furthered by training here in Melbourne with Jan Dowling. Jacqui & her husband, Tim, have been involved in pastoral care at Stairway Church for 9 years.



**Conrad Tickner**

*B Min, Cert in Counselling,  
Cert IV TAE*

Conrad has more than 20 years experience in youth ministry and training. His experience includes leading youth ministries of all sizes, time on staff at Hillsong Church and Leadership Colleges and guest lecturing. His passion is to release young people into all that God has for them; to love God, love others and love life.

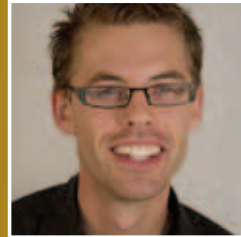
## MINISTRY STREAM LECTURERS



**Vicki Risby**

*B Nursing*

A highly qualified intensive care nurse and health educator, Vicki also has 15 years experience in youth ministry and on the mission field. As Youth Adults Pastor at Stairway Church her passion is equipping young people to live empowered by the Holy Spirit to demonstrate the love and power of God. Vicki loves to see people fall madly in love with Jesus.



**Craig Petty**

*B Min; Arrow Leadership Certificate*

Lead pastor of the Connect Team at Stairway Church, Craig has a deep love for the community. He is passionate about going to the community and sharing God's goodness with those yet to meet Jesus. Craig is highly skilled at helping people see who Jesus really is, leading them into authentic encounters with God.

### ADDITIONAL LECTURERS

- David Easton
- Maurice Benington
- Nartarsha Wisewould
- Lorraine Lugton
- Jenny von Blanckensee

### GUEST LECTURERS

These lecturers may be specifically for college classes or through college included session at a conference at Stairway Church

- Neil Dowling
- Jan Dowling
- Kris Vallotton
- Bill Johnson
- Graham Cooke
- Danny Silk



**Carolyn Conway**

*B Min, Dip Th, Cert IV Christian Ministry,  
Cert IV TAA*

Carolyn is the Inclusions Pastor at Stairway Church. With many years ministry experience in many fields, Carolyn brings a wealth of experience and knowledge. Carolyn's passion is empowering and equipping people to walk in their Kingdom Calling.

## MINISTRY VALUES & TESTIMONIES

"I came into the course hungry for more of the Holy Spirit and intimacy with God, and God has blessed me above and beyond what I hoped for. It has truly been a life changing experience. You truly have created a unique, Spirit led learning and I am so grateful for all the lecturers who have impacted my spiritual life, helped me to see God as he truly is, activated my spiritual gifts and have helped me to walk in all God has for me." *Gail Wing Tang*

"Before doing Supernatural Prayer I had a much narrower view of what prayer could look like. In class we explored creative ways of praying using the arts. It was amazing to see God's presence turn up and hear the testimonies of fellow students week after week. Since class I have added the arts to my prayer times my prayer life has gone to new levels and I have seen much breakthrough and miracles whilst on this journey." *Lauren Brown*

"When I got home each week, I was so excited about what we had done and what God was doing I just couldn't sleep!" *Rebecca Ternanov*

"Before attending the College Ministry Stream I was a bound, fearful person in a lot of pain with coping mechanisms that did not lead me to freedom - now I am a healed and healing person with joy, peace, and faith in my life with a future I am excited about." *Fran Sellman*

"I have learnt more in the past three months than I have in my entire Christian walk" *Daniel Dickson*

"I can now enter places with God where I feel Him and where I can experience His love for me. My relationship with Him is becoming more intimate as I continue to use God Spaces" *Susan Marais*

"The experience with the Lord through my time with the College Ministry Stream, has grounded me back to a reality in the Lord I had lost touch with many years ago. A kind of discovery of who I am; the core gifts and talents which were part of my creation denied for a long time now have a voice and are being heard!" *Phil White*

# ARTS STREAM

## ARTS STREAM

### (SCHOOL OF EMPOWERED ARTS)

Stairway College Arts Stream will equip the Christian artist to express His presence on the earth. The creative arts are an integral vehicle of encounter with God for our culture. Discover how to access the sounds and sights of heaven and translate them to those around you through the creative arts.

You will learn in an atmosphere that provides both excellent artistic training and Holy Spirit encounters and intimacy with Jesus. You will be moved and transformed by the presence of God. God will do more than you could ever imagine or guess or request in your wildest dreams!

## ARTS SUBJECTS

Teaching will centre around prophetic worship, songwriting, the theology of worship, working in a team and leadership skills.

The College's facilitators are creative artists in their own rights, and/or staff of Stairway Church who understand and work with the creative artist in the ministry environment.



# ARTS STREAM

## COLLEGE CALENDAR

Weekly Classes are 7pm - 10pm Tuesday and Thursday

Term 1: February 21 - May 3

Mid Term Break: April 2 - April 16

Term 2: May 15 - July 26

Mid Term Break: July 2 - July 16

Term 3: August 7 - October 18

Mid Term Break: September 24 - October 8

Intensives are Saturday, 9am - 5pm

Intensives Group 1: April 14, May 12, 19 (9am - 5pm)

Intensives Group 2: July 21, 28 & August 11 (9am - 5pm)

Fast-tracked Subject: Tuesday 7pm - 10pm, Nov 13 - Dec 4,  
PLUS Saturday 9am - 5pm, November 10

Mid Term Breaks coincide with Victorian school holidays. There are no classes on Victorian public holidays. Dates and times are subject to change. Please refer to [www.stairwaycollege.org.au](http://www.stairwaycollege.org.au) for any changes to this calendar.



# ARTS STREAM

## ARTS STREAM SUBJECTS

### PROPHETIC WORSHIP

This highly practical course explores spontaneous and prophetic worship. You will learn how to flow with the Holy Spirit to release what God is saying through music. You will grow in your sensitivity to the heartbeat of heaven and confidence in delivering the prophetic song. Be challenged to step out and go deeper than you ever have before with your musical gift under guidance from the Stairway Church Worship Team.

### THE GOD ARTIST

New and creative ways to express our worship abound in heaven. God longs to impart them to us here and now, so we can worship Him anew. Learn the fundamentals of worship, the purpose of art in the church and using art prophetically. This course will help you be a 'God Artist' in any creative arena. Your understanding of worship will be developed and expanded, and your creative side will be drawn out - it's in all of us.

### LEADING AND EMPOWERING IN THE CREATIVE ARTS

Leading and empowering creative people means more than being the lead singer in a Sunday service! There are non creative related responsibilities such as: meetings to attend, people to guide, teams to build, rosters to fill, services to organise and new conflicts every week to be resolved! This course will give you practical tools which will help you overcome the tension of being a leader and being an artist. Come and be empowered to nurture the leader inside yourself. Be equipped to develop the creative team around you. \*

### INTIMACY WITH GOD

A life changing experience. Intimacy with God is the foundation of our lives. Living from a place of acceptance, not performance, you will find new levels of freedom, peace and grace. Experience the extravagant dimensions of God's love and discover the joy of an intimate relationship with Him.

*For more details on subjects see [www.stairwaycollege.org.au](http://www.stairwaycollege.org.au) (including levy details)*



\* Special appearance by guest lecturers Kris Valloiton and Danny Silk in April.



## ARTS STREAM FACILITATORS



**Ursula Cettolin**

*B Mus; Grad Dip Education; Cert IV TAA*

Worship Pastor at Stairway Church, Ursula is passionate about seeing people encounter God through worship. With a background in music education, and involvement in numerous schools, community and production groups, she is well versed in the creative arts. Ursula longs to see the Creative Arts thrive in the local church as a powerful medium of communication and encounter.



**Roma Waterman**

*Cert IV TAA*

Roma is a well known singer/songwriter. Roma has independently released five albums, with a number of top ten hits, and toured extensively in her own right and as support for many well known artists. An author of two books, international bestseller 'The Working Singers Handbook', and new release 'The God Artist'. Roma is also founder of UNITE Creative Arts Conference in Melbourne and runs the Melbourne Gospel Choir. Roma's heart is to expand peoples thinking of who God is and how He might express Himself through them.



**John & Pauline O'Connell**

*John: T.S.T.C., B Ed (Specialist Art). Dip of Art, Cert IV TAE*

*Pauline: T.S.T.C., B Ed (Specialist Art), Dip of Counselling*

John and Pauline are practicing artists, having held solo and group exhibitions, and art works in collections in Australia and overseas.

With 36 years experience as art teachers, art is their passion. They have recently incorporated the prophetic message in their art, with great success.

John & Pauline have a desire to see a Holy Spirit Renaissance of the Arts. A new expansion of the expression of worship. A recognition of the powerful creative deposit in each person, able to be released and nurtured to reveal the wonder of God, testifying of His nature.

## COLLEGE POLICIES

For Administration support contact:  
Email: [info@stairwaycollege.org.au](mailto:info@stairwaycollege.org.au)  
Phone: +61 3 9837 2900

### GENERAL COURSE INFORMATION

#### INTERNSHIPS & TRAINEESHIPS

Designed to further expand your training, internships and traineeships give you hands on experience in a ministry setting. As an intern, you will complete the academic study as a full time student, and add to that service in your local church. You will also be coached by someone experienced in ministry, leadership and life in God.

Why not dive in headfirst and give it everything you've got? It will be wild and worth every moment.

For more information contact  
[info@stairwaycollege.org.au](mailto:info@stairwaycollege.org.au)

#### ENROLMENT

Student intake occurs at the beginning of each term & intensive. Enrolments close on the dates listed on page 5.

According to State Department Education Requirements, entry as an accredited student requires completion of Year 10 or higher level of study. These requirements may be waived for mature aged students (age 21+).

There are no academic admission requirements for non accredited students.

#### ACCREDITATION AND AWARDS

Stairway College is a Learning Centre for Australian College of Ministries (ACOM) in providing Nationally Recognised Training (NRT) for the Certificate IV in Christian Ministry and Theology (30772QLD). ACOM is an RTO, registered in NSW (RTO Provider #90965).

Statements of Attainment will be provided to all students completing units of competency as they are achieved. Students who complete the requirements of the certificate will be awarded with the Certificate IV in Christian Ministry and Theology (30772QLD) by ACOM in association with Stairway College.

# COLLEGE POLICIES

## POLICIES & PROCEDURES

### STUDENT ORIENTATION

Stairway College is committed to your success and growth. It is important that you attend orientation to ensure you get the most from your training. Orientation is held at the beginning of each term/intensive. Orientation will cover:

- An introduction Stairway College
- Operation of Stairway College, Student Support & Learning Centre information
- Outline of Stairway College's policies regarding equity, bullying, OH&S, RPL, mutual recognition, fees and refunds
- Introduction of key staff

All this information is in the Student Handbook, which Stairway College HIGHLY RECOMMENDS you read thoroughly and keep as a ready reference.

### STUDENT RECORDS

A student can access their personal records through the College office by appointment.

## ASSESSMENT

Either the subject facilitator, or another qualified, experienced assessor appointed by the College will assess participants submissions.

If a participant is assessed as Not Yet Competent (NYC), the assessor will give clear reason as to why, and instruction on what's required to achieve competency.

If the participant is repeatedly assessed as NYC, the assessor will:

- immediately lodge the assessment tool with LocalNet (ACOM);
- provide a written report to the LocalNet Director

A student may dispute their NYC assessment through a written application to the LocalNet Director (as detailed in the grievance procedure).

## STUDENT SUPPORT

Stairway College's Director of Studies is available for student support both spiritual or academic. The Director of Studies may at times refer students to other people/professions for assistance also. The Director of Studies should be a student's first port of call in gaining assistance for conflict resolution within the College.

## COLLEGE POLICIES

### MUTUAL RECOGNITION

Upon application, discussion and interviews, credits are granted based on certificates issued by other RTO's as either mutual recognition or RPL. Applications can be made through the Director of Studies.

### DISPUTES

Stairway College is committed to relationships. The College will do all it can to resolve any disputes that arise. All parties involved are expected to maintain confidentiality.

Students and staff should initially attempt to resolve a conflict at the level at which it occurred. If it cannot be resolved at this level, an independent mediator will review the matter. The decision of the mediator will be communicated to both parties in writing and is final.

Stairway College will ensure that all programs and courses are relevant, accessible, fair and inclusive for all who agree with the philosophy and training levels of the College, abiding by the College's code of practice.

The Director of Studies shall monitor policy compliance requirements.

For more information regarding access and equity or other policies, contact the Director of Studies.

### DISCRIMINATION, WORKPLACE HARASSMENT AND UNACCEPTABLE BEHAVIOUR

Stairway College will provide students and staff a safe place of work and study.

The College's policy on all forms of discrimination, and unacceptable conduct is outlined in the Student Handbook.

## COLLEGE POLICIES

### OCCUPATIONAL HEALTH & SAFETY

Stairway College will provide a safe and healthy workplace for staff, volunteers and students. This will be achieved by:

- complying with the 'Workplace Health & Safety Act 1995'
- adopting risk management systems
- reporting and reviewing incidents to change practice where required
- proficiently managing situations and ongoing treatment where required

Students shall:

- comply with instructions given by College staff
- ensure they do not jeopardise the safety of anyone through their behaviour
- not misuse or abuse items or processes
- not use equipment without appropriate training
- seek to avoid injury, and not intentionally seek it

For more information regarding OH&S or other policies, contact the Director of Studies or view the full policy.

### PRIVACY POLICY

Stairway College acknowledges and respects the privacy of all individuals. Information gathered by the College shall be subject to the following:

- the individual knows of and consents to the collection of information
- the information shall be used for the purpose for which it was collected
- no third-party disclosure without the individuals consent (unless required by law or for the individuals safety)

### RECOGNISED PRIOR LEARNING

RPL is available for all qualifications given by ACOM. RPL is a process through which a student applies to have an existing competency recognised within a qualification.

To apply to RPL and for more information, contact the Director of Studies. The process will take roughly 2-4 weeks.

For anymore information of policies or procedures, contact the Director of Studies or view the Student Handbook.



# REGISTRATION FORM 2012



DATE \_\_\_\_\_

TITLE (MR, MRS, MS, MISS, OTHER) \_\_\_\_\_

FIRST NAME \_\_\_\_\_

SURNAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

SUBURB \_\_\_\_\_ POSTCODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK \_\_\_\_\_

MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOME CHURCH \_\_\_\_\_

I AM A STAIRWAY CHURCH LEADER

## ENROLMENT TYPE

- FULL TIME** (8 ACCREDITED SUBJECTS)
- PART TIME** (4 ACCREDITED SUBJECTS)
- CASUAL** (1-3 SINGLE SUBJECTS)

## SUBJECTS - ALL STUDENTS TO FILL IN

- LIST SUBJECT/S FOR WHICH YOU ARE APPLYING
- INDICATE BY TICKING YES OR NO FOR ACCREDITATION \*

SUBJECT TITLE	ACCREDITATION	
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO

\* ACCREDITATION INVOLVES COMPLETING THE ASSESSMENT WORK TO COMPLETE THE CERTIFICATE IV IN CHRISTIAN MINISTRY AND THEOLOGY (30773QLD)

## REGISTRATION PAYMENT

**FULL TIME \$1695 X**  = \$ \_\_\_\_\_

**PART TIME \$895 X**  = \$ \_\_\_\_\_

**CASUAL \$250 X**  = \$ \_\_\_\_\_

**INTERNSHIP \$1995 X**  = \$ \_\_\_\_\_

**OTHER** \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL = \$ \_\_\_\_\_**

### I WILL PAY BY (PLEASE TICK)

**CHEQUE**     **CASH**     **MONEY ORDER**

\* PLEASE MAKE CHEQUES PAYABLE TO STAIRWAY CHURCH WHITEHORSE INC.  
 \* NOTE: CASH PAYMENTS CAN ONLY BE MADE IN PERSON AT THE CHURCH OFFICES 9AM TO 5PM MONDAY TO FRIDAY. WE WILL NOT ACCEPT CASH PAYMENTS IN THE MAIL.

**VISA**     **MASTERCARD**

### CREDIT CARD NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME ON CARD \_\_\_\_\_

CARDHOLDERS SIGNATURE \_\_\_\_\_

EXPIRY DATE (MM/YY) \_\_\_\_\_ CCV (LAST 3 DIGITS ON THE BACK OF CARD) \_\_\_\_\_

POST COMPLETED FORM TO:    OR DELIVER IN PERSON TO:

**DIRECTOR OF STUDIES  
 STAIRWAY COLLEGE  
 PO BOX 3092  
 NUNAWADING BC 3131  
 VICTORIA, AUSTRALIA**

EMAIL:  
 info@stairwaycollege.org.au

**STAIRWAY CHURCH  
 171 ROOKS ROAD,  
 VERMONT. VIC  
 9AM - 5PM  
 MONDAY TO FRIDAY**  
 OR HAND IN TO THE  
 STAIRWAY CHURCH  
 INFORMATION CENTRE  
 DURING WEEKEND SERVICES.

### OFFICE USE ONLY

**DATE RECEIVED** \_\_\_\_\_

**DATE PAYMENT PROCESSED** \_\_\_\_\_

Fairway College is passionate about seeing YOU empowered to express His presence.

It will draw you into deeper places of intimacy, higher places of worship, and places of great experience and encounter.

In both our Ministry & Arts streams, there is a rich blend of Holy Spirit led practical and theological training. You will be equipped to live a life that invades the impossible.