

CONTENTS

Mission Statement	2
Important Dates in 2010	2
Teaching Sites 2010	3
Learner Support Services and Learner Resources	3
WCEC Qualifications Approved and Accredited by the New Zealand Qualifications Authority	4
Equivalent Full-time Learner Subsidy	4
Entry Requirements	4
Programmes of Study	5
Distance Learning	5
Course Purposes	6
Teaching Times	7
Recognition of Prior Learning, Credits and Transfers	7
Awards	7
Application and Enrolment	8
Fees	8
Withdrawals	9
Scholarships	9
Information for Learners at all Levels	9
Certificate Programme Structure	10
Diploma Programme Structure	12
Masters Degree Structure	14
Catholic Schools Certification for teaching Religious Education Structure	15
Descriptions of Certificate and Diploma Courses offered in 2010	16
WCEC List of all Courses	21
WCEC Academic Staff 2010	23
Master of Educational Leadership Course Descriptions and Staff	24

Wellington Catholic Education Centre is a member of the
NZAPEP Quality Commission Scheme

Published June 2010

MISSION STATEMENT

The Wellington Catholic Education Centre (WCEC) exists as an agency within the Catholic Archdiocese of Wellington to promote and offer opportunities for high quality Catholic education and professional assistance to Catholic Schools and Parishes.

VISION STATEMENT

To be a centre for Catholic education and enquiry within the culture of Aotearoa/New Zealand and Catholic heritage
"I have come that they might have life and have it abundantly." John 10:10

GUIDELINES

WCEC will:

- operate in accordance with Catholic faith and life;
- recognise that it is part of the total mission of the Archdiocese and will therefore assist other agencies and persons within the Archdiocese;
- support the teachings of the Catholic Church in New Zealand;
- respect and enhance understanding of the Treaty of Waitangi as Aotearoa/New Zealand's founding document.

WCEC will strive to:

- promote the values of justice, dignity, respect, collegiality, stewardship and leadership;
- provide high-quality programmes and services; and
- ensure that there are no unfair barriers to learning and that success is learner-directed.

In all it does, WCEC will endeavour to strive for excellence.

IMPORTANT DATES IN 2010

Start of Masters Degree Summer School	Monday 11 January
WCEC Official Opening Date – Wellington Administration	Monday 11 January
Teaching Sites open:	
Auckland	Monday 11 January
Hamilton	Monday 18 January
Palmerston North	Monday 18 January
Christchurch	Monday 18 January
Start of Masters Degree Winter School	Monday 5 July
Distance Learning Semester Start Dates	
Semester 1	Monday 22 February
Semester 2	Monday 12 July
Final Day of Lectures	
Auckland	Wednesday 29 September
Hamilton	Saturday 30 October
Palmerston North	Friday 8 October
Christchurch	Saturday 27 November
Wellington	Wednesday 10 November
Graduation Date (Wellington)	Tuesday 30 November
WCEC Official Closing Date	Friday 17 December

TEACHING SITES 2010

WCEC has several permanent and temporary teaching sites for the delivery of courses and programmes. These are:

Main Campus

Wellington Catholic Education Centre
Catholic Centre
22-30 Hill Street, PO Box 1937
Wellington 6140

Website: www.wcec.org.nz

Other teaching sites:

Victoria University of Wellington College of Education
Donald Street, PO Box 17310
Karori
Wellington 6147

St Columba Centre
40 Vermont Street
Private Bag 47904
Ponsonby, Auckland 1144

Chanel Centre
51 Grey Street
PO Box 4353
Hamilton East 3247

St John's College
85 Hillcrest Road
P O Box 11086
Hillcrest, Hamilton 3251

St Mary, Star of the Sea Parish Centre
Cnr Campion and Gladstone Roads
PO Box 1151
Gisborne 4040

Aquinas College
183 Pyes Pa Road
Tauranga 3112

Palmerston North Diocesan Centre
33 Amesbury Street
Private Bag 11012
Palmerston North 4442

Massey University College of Education
Hokowhitu Campus
Private Bag 11222
Palmerston North 4442

Christchurch Catholic Education Office
Catholic Cathedral College site
122 Barbadoes Street
PO Box 4544
Christchurch 8140

Canterbury University College of Education
Private Bag 4800
Christchurch 8140

Roncalli College
Wellington Street
PO Box 138
Timaru 7940

John Paul II High School
10 Alexander Street
PO Box 160
Greymouth 7840

A few courses are offered at temporary teaching sites. Students will be notified where these occur.

For further information about teaching sites contact:

Dean of Studies:	Phone: (04) 496 1712	e.fava@wn.catholic.org.nz
Registrar:	Phone: (04) 496 1718	v.gray@wn.catholic.org.nz
	Fax: (04) 496 1715	
Main Office:	Phone: (04) 496 1716	wcec@wn.catholic.org.nz

LEARNER SUPPORT SERVICES AND LEARNER RESOURCES

The Dean of Studies will offer information about resources and will facilitate ongoing support.

Learner Guidance

The Dean of Studies and the Programme Co-ordinators are available by appointment for learner guidance. While learners are encouraged to discuss course options with staff at the beginning of the academic year, staff will be available throughout the year to assist learners with their academic progress and needs. (Distance learners are encouraged to contact the Co-ordinators at the teaching sites in their Dioceses for additional pastoral care and guidance.)

Learners with Disabilities

WCEC welcomes learners with disabilities. If you have a disability which may affect your performance during classes, please indicate this on the enrolment form. Information you provide will help us to meet your needs.

Counselling Services

Counselling is available to Wellington learners at the Catholic Social Services Office, 150 Brougham Street, PO Box 9408, Wellington. Ph: 385 8642. Please contact Barbara Gilray, Director, for appointments. Email: director@wn-catholicsocialservices.org.nz For other sites please contact the local Programme Co-ordinator.

Tutorials

The Programme Co-ordinators will offer information about resources available for learners who may require extra tuition or reading/writing assistance. Individual tuition is also available as required.

Learners with English as a Second Language

Opportunities for additional assistance can be made available. Contact your lecturer or local Programme Co-ordinator.

Study Skills

Study Skills sessions are available on demand. These sessions are offered free of charge. Please contact the Dean of Studies or your local Programme Co-ordinator for more information.

Library Resources

WCEC's Wellington Campus Library is for staff and learners at the Wellington Campus. It is located on the ground floor of the Catholic Centre, adjacent to the main enquiry desk. The Archdiocesan Library and Archives on the second floor of the Wellington Catholic Centre are also accessible to staff and learners. WCEC's Library at Victoria University of Wellington College of Education is for learners at the University.

For all other sites please contact the local Programme Co-ordinator.

Special conditions apply for all library resources. Staff members are available to help.

Academic Services

Policies and Procedures

Relevant policies and procedures are made available to all learners through a variety of means, including the pre-enrolment package, Learner Manual, WCEC website: www.wcec.org.nz, lecturers and the Dean of Studies. All policies and procedures are held by the Dean of Studies.

Records

Learner records are held by the Dean of Studies. Learners may view their own records on request.

CIVIL STATUS

WCEC is registered by the New Zealand Qualifications Authority as a Private Training Establishment under the provisions of the Education Act 1989 and its subsequent amendments.

WCEC QUALIFICATIONS APPROVED AND ACCREDITED BY THE NEW ZEALAND QUALIFICATIONS AUTHORITY

The following qualifications and courses are approved by the Qualifications Authority and WCEC is accredited to teach them:

• PC2703	Certificate in Catechetical Studies	Level 5
• PC9636	Certificate in Catholic Youth Ministry	Level 5
	Certificate in Pastoral Ministry (Hospitals)	Level 5
•	Certificate in Pastoral Ministry (Prisons)	Level 5
• PC2704	Diploma in Religious Studies – streams	
	Pastoral Ministry	Level 6
	Religious Education	Level 6
	Theological Studies	Level 6
• PC9298	Diploma in Pastoral Leadership	Level 6
• PC2705	Certificate in Christian Family Life Education	Level 4 (not offered in 2010)
• PC9090	Certificate in Leadership (Advanced)	Level 5 (not offered in 2010)

EQUIVALENT FULL-TIME STUDENT SUBSIDY

WCEC generates Government funding in the form of Student Achievement Component Funding for a number of its NZQA-approved programmes for which it is accredited to teach. Note that the application and enrolment package contains relevant information and policies detailing the compliance requirements of this subsidy.

Currently, learners studying at WCEC are eligible for Government student loans and allowances only for PC9298 Diploma in Pastoral Leadership. Refer to the Dean of Studies for more information. There is provision for learners to contact WCEC for help with tuition fees and scholarships - refer to **Scholarships** and **Hardship Fund**, page 9.

ENTRY REQUIREMENTS

A number of programmes and courses are open entry to all learners above the age of 17. Those that have some requirements are:

Certificate in Catechetical Studies: Learners must already be enrolled as teacher trainees at Universities' Colleges of Education (or equivalent).

Certificate in Catholic Youth Ministry: Learners must display a proven ability to cope with tertiary education, or at least a motivation to learn at this level. They should show an interest in working with youth.

Certificate in Pastoral Ministry (Hospitals): Learners must display a proven ability to cope with tertiary education, or at least a motivation to learn at this level. They should show an interest in working in this area of Pastoral Ministry.

Certificate in Pastoral Ministry (Prisons): Learners must be at least 18 years of age and they must display a proven ability to cope with tertiary education, or at least a motivation to learn at this level. They should show an interest in working in this area of Pastoral Ministry.

Master of Educational Leadership: Australian Catholic University has its own entry requirements for the Masters Degree. Contact Susan Wilson for further information regarding entry requirements and special entry.

All learners, irrespective of faith tradition, are welcome to apply.

PROGRAMMES OF STUDY

WCEC offers the following programmes in 2010:

Certificate Programmes

- Certificate in Catholic Youth Ministry
- Certificate in Catechetical Studies
- Certificate in Pastoral Ministry
- Certificate in Pastoral Ministry (Hospitals)
- Certificate in Pastoral Ministry (Prisons)

Diploma Programmes

- Diploma in Pastoral Leadership
- Diploma in Religious Studies - stream Pastoral Ministry
- Diploma in Religious Studies - stream Religious Education
- Diploma in Religious Studies - stream Theological Studies
- Diploma in Scripture Studies

Degree Programme

- Master of Educational Leadership awarded by Australian Catholic University

Other Programmes

- Professional Development Courses for teachers in Catholic primary and secondary schools and for Boards of Trustees
- Block tutorials for teachers in practice
- Catholic Schools Certification, Levels I and II
- Seminars
- Parish Workshops
- Walk By Faith (NCRS)

Contact WCEC for details of these programmes.

DISTANCE LEARNING

WCEC offers courses through distance learning. These courses can be credited towards the Certificate in Catechetical Studies, Certificate in Catholic Youth Ministry, Certificate in Pastoral Ministry, Certificate in Pastoral Ministry (Hospitals), Certificate in Pastoral Ministry (Prisons), Certificate of Personal Interest, Diploma in Pastoral Leadership, Diploma in Religious Studies with streams in Pastoral Ministry, Religious Education and Theological Studies, and the Diploma in Scripture Studies. WCEC is committed to increasing the number of distance learning courses.

The following courses are available through distance learning:

LD/PM 331	Leadership and Ministry	SC 101	Introduction to the Old Testament
LD/PM 332	Skills for Leadership	SC 102	Introduction to the New Testament
LD/PM 333	Values and Ethics in Pastoral Leadership	SC 203	Luke/Acts
LD/PM 334	Pastoral Leadership in Synthesis	SC 204	Gospel of John
PM 101	Church and Ministry	SC 206/RE 200	The Synoptic Gospels
PM 102	Introduction to the Liturgy	SC 208	Women in the New Testament
PMH 101	Pastoral Theology for Hospital Ministry	SC 210	The Pentateuch
PMH 102	Introduction to Spirituality for Pastoral Ministry in a Hospital Context	SC 335	Biblical Themes and Models for Leadership
PMH 103	Pastoral Care of the Sick in a Hospital Context	TH 101	Introduction to Catholicism
PMP 101	Pastoral Theology for Prison Ministry	TH 102	Introduction to Theology
PMP 102	Introduction to Spirituality for Pastoral Ministry in a Prison Context	TH 103	History of the Sacraments
PMP 103	Introduction to Pastoral Care in a Prison Context	TH 104	Social Issues: Catholic Social Teaching Today
PM 202	Celebrating the Liturgy	TH 110	Introduction to Christian Morality
PM 203	RCIA Rite of Christian Initiation of Adults	TH 201/RE 200	Understanding Sacraments
PM 232	Liturgical Leadership and Practice	TH 203	Understanding Church
RE 101	Introduction to Religious Education	TH 211	Catholic Social Teaching II
RE 102	Introduction to Spirituality for Teachers	TH 219/RE 200	Māori Spirituality
		TH 231	Catholic Spiritual Tradition
		TH 336	Sacraments of the Church
		YM 101	Introduction to Catholic Youth Ministry
		YM 102	Introduction to Spirituality for Youth Ministers

All distance learning courses are offered in Semester 1 and Semester 2.

TH 206C The Reformation and TH 236 The NZ Church: Leadership in Context will be available in Semester Two,

Distance Learning Dates for 2010

SEMESTER 1

22 February	Semester 1 begins
12 March	First journal submission due
22 March	Last date for withdrawal from course
02 April	Second journal submission due
23 April	Final journal submission due
30 April	Course evaluation due
21 May	Assessment tasks due
11 June	Semester ends

SEMESTER 2

12 July	Semester 2 begins
30 July	First journal submission due
12 August	Last date for withdrawal from course
20 August	Second journal submission due
10 September	Final journal submission due
17 September	Course evaluation due
08 October	Assessment tasks due
29 October	Semester ends

Late Enrolments for Distance Learning

There is provision for late enrolments for distance learning courses only. In the case of late enrolments, withdrawal dates from the course will be one month from the date of the enrolment.

COURSE PURPOSES

Courses are for those who wish to:

- Gain a Certificate in Catechetical Studies while enrolled as a learner at a College of Education, enrich their own understanding of faith and acquire knowledge and skills which will allow them to confidently and competently teach Religious Education in Catholic schools. Those wishing to take their studies further in this area can study the Diploma in Religious Studies, stream Religious Education.
- Gain a Certificate in Pastoral Ministry, enrich their own understanding of faith and acquire the knowledge and basic skills required for ministry roles in parishes and other church settings. This Certificate has a practical component. Those wishing to take their studies further in this area can study the Diploma in Religious Studies, Pastoral Ministry stream and the Diploma in Pastoral Leadership.
- Gain a Certificate in Catholic Youth Ministry, enrich their own understanding of faith and acquire knowledge, skills and attitudes which will allow them to confidently and competently minister to youth in Catholic parishes and schools. Those wishing to take their studies further can study towards the Diploma in Religious Studies, stream Pastoral Ministry, and the Diploma in Pastoral Leadership.
- Gain a Certificate in Pastoral Ministry (Hospitals), enrich their own understanding of faith and acquire the foundation skills and knowledge as assistants to chaplains in hospitals ministering to the sick. Those wishing to take their studies further can study towards the Diploma in Religious Studies, stream Pastoral Ministry, the Diploma in Pastoral Leadership, and any other chaplaincy qualification approved by hospitals.
- Gain a Certificate in Pastoral Ministry (Prisons), enrich their own understanding of faith and acquire the foundation skills and knowledge as assistants to chaplains in prisons. Those wishing to take their studies further can study towards the Diploma in Religious Studies, stream Pastoral Ministry, the Diploma in Pastoral Leadership, and any other chaplaincy qualification approved by prisons.
- Gain a Diploma in Pastoral Leadership, enrich their own understanding of faith and acquire knowledge and pastoral skills that will equip them for leadership roles in parishes without resident priests and other church settings.
- Gain a Diploma in Religious Studies, majoring in Pastoral Ministry, enrich their own understanding of faith and acquire the knowledge and more advanced skills required for ministry roles in parishes or other church settings.
- Gain a Diploma in Religious Studies, majoring in Religious Education, enrich their own understanding of faith and acquire the knowledge and skills required for teaching religious education and for positions of leadership in Catholic schools.
- Gain a Diploma in Religious Studies, majoring in Theological Studies, enrich their own understanding of faith and acquire knowledge and skills that can be applied to Catholic schools, parishes and other church settings.

For those wishing to study further, the above Diploma qualifications carry credits towards Bachelor of Theology degrees at Otago University, Good Shepherd College and the Catholic Institute of Sydney

- Gain a Diploma in Scripture Studies, enrich their own understanding of faith, and acquire knowledge and skills that can be applied to various ministries in the Church.
- Gain a Degree of Master of Educational Leadership, enrich their own understanding of faith and acquire the theory and practice of leadership in Catholic schools. This degree is awarded by Australian Catholic University.
- Gain a Certificate of Personal Interest and enrich their understanding of faith without gaining credit toward an award.
- Gain credit hours required for Certification as Religious Education teachers in Catholic schools.

TEACHING TIMES

In order to accommodate learners' needs, courses are offered in a variety of ways. Most courses are also available through distance learning.

Evening Courses

Evening lectures are generally of three hours' duration. The taught component of each course is usually between six and nine weeks. Refer to the annual timetable in the middle of the Prospectus for dates and times of the teaching component of the courses. Note that the course completion date goes beyond the lectures and is usually 8 weeks after the end of the teaching component.

Holiday/Block Courses

Block courses are held during school holiday periods as well as at other times. The same number of teacher contact hours as for other courses is compressed into three or four days of teaching. The course completion dates are the same as for the evening courses and extend beyond the teaching contact times.

Summer and Winter Schools

Block teaching is held during January and July for papers leading to the Master of Educational Leadership.

Semester 1: 11-18 January Semester 2: 5-8 July

Distance Learning

Study through distance learning is by semester. In 2010, semester dates are:

Semester 1: 22 February-11 June Semester 2: 12 July-29 October

For late enrolments refer to page 5.

Short Courses/ Public Seminars/ Parish Seminars

WCEC staff will respond to requests from parishes and other groups to offer seminars or sessions according to specific needs. Other courses of general or topical interest will also be offered from time to time throughout the year.

Timetable

Dates and times for the taught courses across teaching sites are listed in the middle of this prospectus.

Contact the Dean of Studies or the local Programme Co-ordinator for further information.

RECOGNITION OF PRIOR LEARNING, CREDITS AND TRANSFERS

There is a system of credits and transfers which recognises prior learning. A policy on Recognition of Prior Learning/Current Competency and Credit Transfer is available at www.wcec.org.nz and in the Learner Manual. An application form for recognition of prior learning and credits is found in the Student Manual at www.wcec.org.nz. Further details are available from the Dean of Studies.

There is a system of credits and transfers that enables learners to staircase their qualifications to higher ones offered at WCEC. Refer to the policies on Recognition of Prior Learning/Current Competency and Credit Transfer and Awarding of Credits by Recognising Prior Learning and Current Competency in the Student Manual.

There is a system of credits and transfers that enables learners to staircase their qualifications with other institutions.

The **Certificate in Catechetical Studies** carries credit points towards the Catholic system of Certification for teachers. The **Diploma in Religious Studies** carries 36 credit points towards the Bachelor of Theology at Otago University; 54 credit points towards the Bachelor of Theology at Good Shepherd College; and 54 credit points towards the Bachelor of Theology at the Catholic Institute of Sydney.

The **Diploma in Pastoral Leadership** carries 72 credit points towards the Bachelor of Theology at Otago University; 72 credit points towards the Bachelor of Theology at Good Shepherd College; and 72 credit points towards the Bachelor of Theology at the Catholic Institute of Sydney.

AWARDS

WCEC issues, or contributes to, the following awards to learners who complete the prescribed programme:

PC 2703 Certificate in Catechetical Studies

This is awarded in collaboration with University teacher-training colleges. Learners must be enrolled as teacher trainees at Victoria University of Wellington College of Education, Canterbury University College of Education, Massey University College of Education and Waikato University School of Education.

Certificate in Pastoral Ministry

Certificate in Pastoral Ministry (Hospitals)

Certificate in Pastoral Ministry (Prisons) New

PC 9636 Certificate in Catholic Youth Ministry

PC 9298 Diploma in Pastoral Leadership

PC 2704 Diploma in Religious Studies

The Diploma is awarded in the following streams:

- Diploma in Religious Studies - stream Pastoral Ministry
- Diploma in Religious Studies - stream Religious Education
- Diploma in Religious Studies - stream Theological Studies

Diploma in Scripture Studies

Master of Educational Leadership

This is awarded to learners who complete the prescribed degree programme. This degree is conferred by Australian Catholic University and is taught at WCEC.

Catholic Schools Certification for teaching Religious Education in Catholic Schools

This is awarded, in conjunction with the National Centre for Religious Studies to practising teachers who complete the prescribed requirements comprising of: professional development in Religious Education, certificated programmes and the teaching of the Religious Education programme approved by the Bishops over a prescribed number of years.

APPLICATION AND ENROLMENT

If you are interested in any qualification, you can apply for more information or enrol by following these steps:

- Contact WCEC by phone, fax, email or call in to any one of the administrative sites. You will be provided with the information you need to choose the programme that is right for you and advice on the study options available.
- Complete and return the application/enrolment form available in this prospectus. While some programmes have a preferred application date, applications are welcome at any time throughout the year. If the programme you are applying for has already commenced, you will be provided with the details and opportunity to apply for the next scheduled course (paper).

If a particular course is very popular and applications/enrolments are sufficient, consideration will be given to running an extra course. You are encouraged to apply as early as possible. This is also important to ensure that you will be informed in due time if a course fails to attract minimum numbers and is to be cancelled.

You will be advised as soon as possible if your application/enrolment has been successful.

Each learner **must** complete enrolment formalities. These include:

- **If you are a first-year learner:**
 - completing all sections of the **Application/Enrolment Form 2010**
 - providing a signature at the end of the form
 - providing all necessary documentation, including proof of citizenship
- **If you have completed a full Application/Enrolment Form in the last three years:**
 - completing all sections of the **Enrolment Form 2010**
 - providing a signature at the end of the form

The completed form must be returned to the Registrar or the teaching site Co-ordinator prior to the commencement of the course.

Learners are **not** required to pay fees with their enrolment. Refer to **Payment of Fees**.

WCEC collects and stores information from the enrolment forms to comply with the requirements of the Ministry of Education, the Tertiary Education Commission, NZQA, and to manage internal administrative processes.

FEES

WCEC is committed to keeping tuition fees as low as possible and there have been very few fee increases for its certificate and diploma courses over the years. There will be an increase of 5% in 2010 for its Certificate and Diploma courses. There will also be a 5% increase in fees for the Master of Educational Leadership (Semester 2)

Government Policy

All information on fees and financial assistance is subject to changes in government policy.

Note: The following information is applicable only to those programmes offered in 2010.

All tuition fees are GST inclusive.

Tuition Fees and Course Costs

- There are no tuition fees for the **Certificate in Catechetical Studies**. A \$10.00 administration fee applies for each distance learning course. Only teacher trainees at teacher-training providers are eligible to apply.

The fees for the **Certificate in Pastoral Ministry**, the **Certificate in Catholic Youth Ministry** and the **Diplomas in Religious Studies** and **Scripture Studies** are:

- \$63.00 per course (paper).

The fees for the **Diploma in Pastoral Leadership** are:

- \$63.00 per 100 level course (paper) - 18 hrs contact teaching time.
- \$92.00 per 300 level course (paper) - 27 hrs contact teaching time.

The fees for **Distance Learning** courses are:

- Courses credited towards the Certificate in Catechetical Studies: \$10.00 administration fee only for each course (paper).
- Courses credited towards qualifications other than Catechetical Studies: \$15.75 administration fee in addition to the fee charged for each taught course (paper).

The fees for the **Master of Educational Leadership** are:

- \$995.00 per unit (paper) in Semester 1
- \$1044 per unit (paper) from Semester 2

Fees for the Masters degree are paid on a semester basis and they cover all administrative costs, including application and enrolment fees, books of readings and any other class material as required. There are no extra charges. Course fees do not cover accommodation costs. Please note that these fees are applicable to learners studying for the degree at WCEC only. Three units will be offered in 2010.

Payment of Fees

Certificate and Diploma Programmes

All fees are to be paid eight days after the commencement of each course (paper).

Master of Educational Leadership

All fees are to be paid eight days after the commencement of each course. Information on structure and payment of fees is available separately and may be obtained from the Dean of Studies.

WITHDRAWALS

A learner withdrawing from a course **within the specified withdrawal period** may apply in writing for a refund of course fees. A withdrawal form is available from the Registrar or the Site Co-ordinator.

Refunds will be calculated on a pro rata basis based on the undelivered part of the course. The withdrawal dates for courses are varied. **Withdrawal and Refunds Policy** and **Course Fees Information and Withdrawal and Refunds Procedures** are supplied in the enrolment package.

The specified withdrawal period for each course (paper) towards all other **Certificates** and **Diplomas** is one month from the commencement of each course (paper).

The specified withdrawal period for the **Master of Educational Leadership** is that specified by Australian Catholic University.

The specified withdrawal period for **Distance Learning** courses is one month from the start date of each semester.

Late enrolments for distance learning are accepted. The specified withdrawal period for late enrolment is one month from the date of receipt of the enrolment.

Learners must ensure that they become familiar with WCEC's policy and procedures on withdrawal and refunds. This is available in the enrolment package in this Prospectus. Further assistance may be obtained from the Dean of Studies.

Priority of Learners' Claims

In the event that WCEC is unable to meet its commitments regarding courses, a refund will be made to learners calculated on a pro rata basis based on the undelivered portion of the course. This provision is underwritten by the Catholic Archdiocese of Wellington. Refer to enrolment package: Disclosure of Information to Learners 2010, the statement from the Archdiocesan Administration, Withdrawal and Refunds Policy, and Course Fees Information and Withdrawal and Refunds Procedures.

Complaints Procedures

Information on procedures for complaints, grievances and appeals for learners are in the Student Manual 2010, on www.wcec.org.nz, and may also be obtained from the Dean of Studies and local Programme Co-ordinators. These procedures deal with Withdrawal and Refunds issues and also include Academic, Assessment, Administration, Conduct, and Person Suitability issues.

SCHOLARSHIPS

An amount of money is available towards a number of scholarships leading towards full or partial qualifications. Eight scholarships are designated for Māori learners. Six scholarships are designated for Pacific Island learners. For further information, and for an application form, contact the Dean of Studies.

Hardship Fund

In cases of hardship, WCEC can help with course fees on an individual basis. Outstanding fees of over \$100.00 may be paid in instalments. No extra administration charge is made. Contact the Registrar if you require assistance.

INFORMATION FOR LEARNERS AT ALL LEVELS

Courses for Personal Interest

Learners who do not wish to undertake the formal assessment component of courses may attend courses for personal enrichment. Such courses are not to be credited towards formal qualifications. Learners in this category are awarded a Certificate of Personal Interest after the attendance of two courses. This is a certificate of attendance only.

Attendance at Lectures

Learners are encouraged to attend all lectures but should not miss more than one lecture for each course. WCEC's policy on attendance can be found in the Student Manual. If, for unforeseen circumstances, a lecture is missed, learners are encouraged to contact their lecturer to make up for the missed class-time.

Class Size

Minimum Numbers

All classes with fewer than **six** enrolments will be cancelled two weeks before the course commencement date.

Maximum Numbers

While it is not envisaged that course applicants would exceed the number of places available on the course, WCEC has strategies in place to accommodate larger numbers by assigning additional tutors to the group, dividing the group into smaller groups, or offering the course again during the calendar year. In the event that learner enrolments exceed the number of available places, WCEC will ensure a fair and equitable system for selection. This will include the following criteria:

- Ability to cope with studies at the level of the qualification (a pre-test based on the knowledge, skills and attitudes required to undertake studies at this level).
- Previous and/or current experience in the field.
- Aptitude towards the group with whom the learner is likely to work, including aptitude towards working with Māori, Pacific Islanders and other minority cultures (an oral test based on the needs of specific cultural groups).

Assessment

Learners enrolled in an accredited course are required to complete assessment tasks by the set date. In special circumstances, and at the discretion of the lecturer, extensions may be granted. Procedures on assessment and extensions are available in the Student Manual and on the web site.

A sample of learners' work is kept on record for moderation and audit purposes. Learners who do not wish to have their work kept with WCEC are encouraged to contact the Dean of Studies.

Assessment in Te Reo Māori

WCEC will offer the use of Te Reo Māori in assessment for those learners who request it. Learners are to inform the Dean of Studies of such requests with their application and enrolment prior to the commencement of the course.

Textbooks and Course Material

For most courses, learners are supplied with a book of readings and/or a book of activities. Some courses recommend texts. These may be borrowed or purchased.

CERTIFICATE PROGRAMME STRUCTURE

PC2703 Certificate in Catechetical Studies

The Certificate in Catechetical Studies is a programme of study offered by WCEC in collaboration with University Colleges of Education or their equivalent. It is open to learners at these institutions. The programme consists of courses in Theology, Scripture and Religious Education as well as one teaching experience in a Catholic school. This qualification is at Level 5 with 72 credits.

At this level, learners must complete the following courses:

- RE 101 Introduction to Religious Education
- RE 102 Introduction to Spirituality for Teachers
- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament
- TE 101 Teaching Experience (one section in a Catholic School)

The Certificate in Catechetical Studies is taught in collaboration with Victoria University of Wellington College of Education, Massey University College of Education, Canterbury University College of Education or Waikato University School of Education. Courses are taught at most of the Universities' sites as well as the main WCEC Wellington campus, at the Palmerston North, Christchurch, and Hamilton teaching sites. Learners are required to demonstrate competence in each course by the completion of assessment tasks.

The Programme Co-ordinators are Philippa Barker (Wellington), Tom Silverwood (Palmerston North), Charles Shaw (Christchurch) and, Cynthia Piper (Hamilton).

This programme is approved by NZQA and WCEC is approved to teach it.

Certificate in Pastoral Ministry

The Certificate in Pastoral Ministry is a programme of study that consists of courses in Theology, Scripture and Pastoral Ministry, including a pastoral experience course, which is the practical component of the programme. Open to all adult learners.

All courses are at the 100 level. Learners must complete the following:

- PM 101 Church and Ministry
- PM 102 Introduction to Liturgy
- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament
- PE 101 Experience in Ministry

Learners are required to demonstrate competence in each course by the completion of assessment tasks.

The Programme Co-ordinators are Susan Wilson (Wellington), Tom Silverwood (Palmerston North), Charles Shaw (Christchurch) and Cynthia Piper (Hamilton) and Lyn Smith (Auckland).

This is not an NZQA-approved programme.

PC9636 Certificate in Catholic Youth Ministry

The Certificate in Catholic Youth Ministry is a programme of study that consists of courses in Youth Ministry, Theology, Scripture and one four-week practicum in a Catholic parish. Open to all adult learners above the age of 17. Learners will display a proven ability to cope with tertiary education, or at least a motivation to learn at this level. They should show an interest in working with youth. This programme is at Level 5 with 72 credits.

Learners must complete the following courses:

- YM 101 Introduction to Catholic Youth Ministry
- YM 102 Introduction to Spirituality for Youth Ministers
- YM 103 Youth Ministry Experience (requisite requirements - see below)
- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament

Learners are to complete YM101, YM102, TH101 and either SC101 or SC102 before undertaking YM103 (practicum).

Learners are required to demonstrate competence in each course by the completion of set assignments.

The Programme Co-ordinator is Chris Duthie-Jung.

This programme is approved by NZQA and WCEC is approved to teach it.

YM103 Practicum Timetable 2010

Semester 1

Monday 22 February	Semester begins
Friday 12 March	Journal 1: Plans for three sessions
Monday 22 March	Last date for withdrawal from the course
Friday 26 March	Tutorial with Supervisor
Friday 2 April	Start of Practicum
<i>(Tutorials as required; Supervisor observes at least one representative session)</i>	
Friday 21 May	End of Practicum
Friday 28 May	Journal 2: Evaluation and two Reflection Sheets sent to Supervisor
Friday 4 June	Report from Supervisor due to Programme Co-ordinator
Friday 11 June	Learner Evaluation of course to Course Co-ordinator; Semester ends

Semester 2

Monday 12 July	Semester begins
Friday 30 July	Journal 1: Plans for three sessions
Thursday 12 August	Last date for withdrawal from the course
Thursday 12 August	Tutorial with Supervisor
Thursday 19 August	Start of Practicum
<i>(Tutorials as required; Supervisor observes at least one representative session)</i>	
Friday 8 October	End of Practicum
Friday 15 October	Journal 2: Evaluation and two Reflection Sheets sent to supervisor
Friday 22 October	Report from Supervisor due to Programme Co-ordinator
Friday 29 October	Learner Evaluation of course to Course Co-ordinator; Semester ends

Certificate in Pastoral Ministry (Hospitals)

The Certificate in Pastoral Ministry (Hospitals) is a programme of study that consists of courses in Pastoral Ministry, specific to hospital contexts, Theology and Scripture and is open to all adult learners above the age of 17.

Learners must complete the following seven courses:

- PMH 101 Pastoral Theology for Hospital Ministry
- PMH 102 Introduction to Spirituality for Pastoral Ministry in a Hospital Context
- PMH 103 Pastoral Care of the Sick in a Hospital Context
- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament

Learners are strongly recommended to complete TH101, TH102, SC101 and SC102 before undertaking the PMH courses (Pastoral Ministry Hospital).

Learners are required to demonstrate competence in each course by the completion of set assignments.

The Programme Co-ordinator is Susan Wilson

Certificate in Pastoral Ministry (Prisons)

The Certificate in Pastoral Ministry (Prisons) is a programme of study that consists of courses in Pastoral Ministry, specific to prison contexts, Theology and Scripture and is open to all learners aged 18 and over.

Learners must complete the following seven courses:

- PMP 101 Pastoral Theology for Prison Ministry
- PMP 102 Introduction to Spirituality for Pastoral Ministry in a Prison Context
- PMP 103 Introduction to Pastoral Care in a Prison Context
- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament

Learners are strongly recommended to complete TH101, TH102, SC101 and SC102 before undertaking the PMP courses (Pastoral Ministry Prisons).

Learners are required to demonstrate competence in each course by the completion of set assignments.

The Programme Co-ordinator is Susan Wilson.

DIPLOMA PROGRAMME STRUCTURE

PC9298 Diploma in Pastoral Leadership

The Diploma in Pastoral Leadership is a programme of study that consists of courses in Scripture, Theology, Ministry, Spirituality and Leadership. Open to all adult learners. This programme is at Level 6 with 245 credits.

At the 100 level, learners must complete the following courses:

- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- TH 110 Introduction to Christian Morality
- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament

At the 200 level, learners must complete the following courses:

- PM 202 Celebrating the Liturgy
- PM 232 Liturgical Leadership and Practice
- TH 203 Understanding Church
- TH 211 Catholic Social Teaching
- TH 219 Māori Spirituality
- TH 231 Catholic Spiritual Tradition
- TH 236 The New Zealand Church: Leadership in Context

At the 300 level, learners must complete the following courses:

- SC 335 Biblical Themes and Models for Leadership

N.B. While not a prerequisite, it is recommended that SC 101 and SC 102 be completed before attempting SC 335.

- TH 336 Sacraments of the Church
- LD/PM 331 Leadership and Ministry
- LD/PM 332 Skills for Pastoral Leadership

N.B. While not a prerequisite, it is recommended that LD/PM 331 be completed before attempting LD/PM 332.

- LD/PM 333 Values and Ethics in Pastoral Leadership

N.B. While not a prerequisite, it is recommended that TH110 be completed before attempting LD/PM 333.

- LD/PM 334 Pastoral Leadership in Synthesis.

N.B. It is highly recommended that all other courses be completed before enrolling in LD/PM334.

Learners are required to demonstrate competence in each course by the completion of assessment tasks. The Programme Co-ordinators are Edwige Fava and Veronica Gray (Wellington) Cynthia Piper (Hamilton) Tom Silverwood (Palmerston North) Charles Shaw (Christchurch) and Lyn Smith (Auckland).

This programme is approved by NZQA and WCEC is accredited to teach it.

PC2704 Diploma in Religious Studies

Stream: Pastoral Ministry

The Diploma in Religious Studies (Pastoral Ministry) is a programme of study that consists of courses in Theology, Scripture and Pastoral Ministry. Open to all adult learners. This programme is at Level 6 with 135 credits.

At the 100 level, learners must complete the following courses:

- PM 101 Church and Ministry
- PM 102 Introduction to Liturgy
- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament

At the 200 level, learners are required to select:

- PM 203 Rite of Christian Initiation of Adults
- One other 200 level Pastoral Ministry course
- TH 203 Understanding Church
- One 200 level Scripture course
- One elective course in any of Theology, Scripture, Pastoral Ministry and Religious Education fields at the 200 level

Learners are required to demonstrate competence in each course by the completion of assessment tasks..

This programme is approved by NZQA and WCEC is accredited to teach it.

PC2704 Diploma in Religious Studies

Stream: Religious Education

The Diploma in Religious Studies (Religious Education) is a programme of study that consists of courses in Theology, Scripture and Religious Education. Open to all adult learners. This programme is at Level 6 with 135 credits.

At the 100 level, learners must complete the following:

- RE 101 Introduction to Religious Education
- RE 102 Introduction to Spirituality for Teachers
- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament

At the 200 level, learners are required to select:

- Two 200 level, Religious Education courses
- TH 203 Understanding Church
- One Scripture 200 level course
- One elective course in any of Theology, Scripture, Pastoral Ministry and Religious Education fields at the 200 level.

Learners are required to demonstrate competence in each course by the completion of assessment tasks.

This programme is approved by NZQA and WCEC is accredited to teach it.

PC2704 Diploma in Religious Studies

Stream: Theological Studies

The Diploma in Religious Studies (Theological Studies) is a programme of study that consists of courses in Theology and Scripture. Open to all adult learners. This programme is at Level 6 with 135 credits.

At the 100 level, learners must complete the following courses:

- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology
- TH 103 History of the Sacraments
- TH 104 Social Issues: Catholic Social Teaching Today
- SC 101 Introduction to the Old Testament

- SC 102 Introduction to the New Testament

At the 200 level, learners are required to select:

- TH 201 Understanding Sacraments
- One other 200 level theology course
- TH 203 Understanding Church
- One Scripture 200 level course
- One elective course in any of Theology, Scripture, Pastoral Ministry and Religious Education fields at the 200 level

Learners are required to demonstrate competence in each course by the completion of assessment tasks..

Programme Co-ordinators are Edwige Fava and Veronica Gray (Wellington), Cynthia Piper (Hamilton), Tom Silverwood (Palmerston North) Charles Shaw (Christchurch) and Lyn Smith (Auckland).

This programme is approved by NZQA and WCEC is accredited to teach it.

Diploma in Scripture Studies

The Diploma in Scripture Studies is a programme of studies that consists of courses in Scripture and Theology. Open to all adult learners.

At the 100 level, learners must complete the following courses:

- SC 101 Introduction to the Old Testament
- SC 102 Introduction to the New Testament
- SC 103 Introduction to New Testament Greek
- Either
- SC 104 Introduction to Biblical Hebrew
- or
- SC 105 Wisdom Literature
- TH 101 Introduction to Catholicism
- TH 102 Introduction to Theology

At the 200 level, learners must complete the following courses:

- SC 206/RE 200 The Synoptic Gospels
- SC 207 New Testament Letters
- SC 210 The Pentateuch
- SC 213 The Prophets
- One other 200 level Scripture course.

Learners are required to demonstrate competence in each course by the completion of assessment tasks.

The Programme Co-ordinators are Edwige Fava and Veronica Gray.

This is not an NZQA-approved programme.

MASTERS DEGREE STRUCTURE

The Master of Educational Leadership is a programme of study awarded by Australian Catholic University and taught at WCEC under the auspices of the Archdiocese of Wellington. This degree is offered nationwide and is taught during summer and winter schools. Entry requirements follow Australian Catholic University policy.

Note: As with all overseas qualifications, learners would usually need to apply to NZQA for recognition of equivalence to a New Zealand Masters Degree, if this is required for salary purposes.

The Degree consists of eight papers (units). To satisfy the requirements for the award of the Degree, candidates must complete the core unit, the three specialisation units, and three elective units.

The Programme Co-ordinator is Susan Wilson.

A separate prospectus for the Master of Educational Leadership is available from the Course Co-ordinator.

Core Unit

- EDLE635 Authentic Leadership

Specialisation

Units:

- EDLE632 Leadership Spirituality
- EDLE633 Leading Authentic Learning
- EDLE637 Shared Leadership

Elective Units:

- EDLE629 The Study of Organisations
- EDLE630 Project B: Professional Practicum – Enquiry Project
- EDLE600 Developing Inspired Leadership
- EDLE601 Ethics and Leadership

CATHOLIC SCHOOLS CERTIFICATION FOR TEACHING RELIGIOUS EDUCATION IN CATHOLIC SCHOOLS

The Catholic Schools Certificate is offered by each diocese in collaboration with the National Centre for Religious Studies. It is designed to recognise teaching experience and professional development in subjects related to the Religious Education Curriculum and the Catholic Character of the school. It acknowledges teachers who have become:

- qualified theologically and pastorally
- competent teachers of Religious Education.

Certification is gained by:

- completing the prescribed hours of professional development
- completing a set period of teaching experience
- satisfying the teaching requirements that relate to the level of Certification – this is assessed through a teacher observation.

Classroom Level: Religious Education

- 100 credit hours in Theology, Scripture, Religious Education, Spirituality and an approved elective.
- Two years of regular teaching of the National Religious Education Curriculum.
- Teacher observation.

Leadership Level: Religious Education

- A further 75 credit hours in theology, scripture, religious education, spirituality and an approved elective.
- A further three years of regular teaching of the National Religious Education Curriculum.
- Teacher observation.

Graduate Level: Religious Education

A recognised graduate qualification – Religious Education

Further details are available in the Certification Handbook.

WCEC courses undertaken by teachers can be put towards Catholic Schools Certification for teaching Religious Education in New Zealand.

For more information contact:

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DUNEDIN

Anne Kennedy		Ph: (03) 474 1994 ext 718	email: annek@es.co.nz
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DESCRIPTIONS OF CERTIFICATE AND DIPLOMA COURSES OFFERED IN 2010

* Distance Learning only

SCRIPTURE

SC 101 INTRODUCTION TO THE OLD TESTAMENT Level 5, 10 Credits

N.B. This course is a pre-requisite for Scripture courses at the 200 level.

Written over a long period of time, the Old Testament describes God's relationship with the Hebrew people. Who were these people? What was this relationship about? When did it happen? This course will introduce participants to the key events, dates, places and people of the Old Testament.

Course Material: Bible, Course Reader

SC 102 INTRODUCTION TO THE NEW TESTAMENT Level 5, 10 Credits

The New Testament was written by a number of people in the light of faith in the Resurrection using a variety of literary forms. This course is designed to familiarise participants with the content and world of the New Testament.

Course Material: Bible, Course Reader

SC 203 LUKE/ACTS Level 6, 15 Credits

The Gospel of Luke is the longest of the Gospels and was originally joined to Acts, blending together the story of Jesus and that of the early Church. In this course learners will consider the background, content, major features, themes and characters of these two books.

Course Material: Bible, Course Reader

SC 204 * GOSPEL OF JOHN Level 6, 15 Credits

The Gospel of John shows us Jesus as the Word of God made flesh who has come into the world to continue the work of God. In this course learners will deepen their knowledge and understanding of the background, significant stylistic features, theology, major characters and themes of this Gospel.

Course Material: Bible, Course Reader

SC 206/RE 200 * THE SYNOPTIC GOSPELS Level 6, 15 Credits

The Gospels of Matthew, Mark and Luke are known as the "synoptic" Gospels. This course will present an overview of the three Gospels to show how each evangelist presents the same Christ in a different, but not contradictory, manner from the others, and how the differences in presentation can deepen our own faith in Christ.

Course Material: Bible, Course Reader

SC 207 * NEW TESTAMENT LETTERS Level 6, 15 Credits

This course will examine the "Catholic Letters" which are addressed to the Church as a whole rather than to individuals or specific communities. They comprise the three letters of John, the two letters of Peter, the letter of James and the letter of Jude.

Course Material: Bible, Course Reader

SC 208 WOMEN IN THE NEW TESTAMENT Level 6, 15 Credits

The New Testament shows clearly that women led the way in faith and discipleship. By examining the texts of the New Testament, participants will be introduced to characters who may have been overlooked in traditional presentations.

Course Material: Bible, Course Reader

SC 209/RE200 APOCALYPTIC LITERATURE Level 6, 15 Credits

This course examines Apocalyptic Literature with special reference to the Old Testament Book of Daniel and the New Testament Book of Revelation. These two books coloured the thinking and imagination of various Christian groups and will be studied in relation to non-biblical scriptures written in the same style. It will also examine the Old Testament prophets from whom the apocalyptic writers drew much of their inspiration and the historical background against which the books were written. Participants can then evaluate the prophetic significance of Daniel and the Revelation, and determine the enduring spiritual value of the books.

Course Material: Bible, Selected readings

SC 210 * THE PENTATEUCH Level 6, 15 Credits

The Pentateuch, the "Five Books of Moses" (Genesis, Exodus, Leviticus, Numbers, Deuteronomy), also known as the "Torah" or "Law", is of primary importance in the Jewish canon of Scripture. This course presents an overall view of the books, their content, structure and origin.

Course Material: Bible, Course Reader

SC 213* THE PROPHETS Level 6, 15 Credits

The Prophets were prominent at pivotal points in biblical history. The course examines the times in which they lived and the themes of their preaching as well as our own baptismal call to be prophets today.

Course Material: Bible, Course Reader

SC 335 BIBLICAL THEMES AND MODELS FOR LEADERSHIP Level 6, 15 Credits

(Note: Introduction to the Old Testament and Introduction to the New Testament are prerequisites for this course)

Building upon the introductory Scripture courses, this course will explore several significant biblical themes relevant to leadership such as: call, covenant, reign of God and community. It will also consider the person of Jesus and various other biblical men and women from a leadership perspective

Course Material: Bible, Course Reader

THEOLOGY

H 101

INTRODUCTION TO CATHOLICISM

Level 5, 10 Credits

What are the key distinguishing characteristics of Catholicism? How are they expressed today? In considering these questions, this course aims to provide useful background for those interested in exploring the question of Catholic identity.

Course Material: Course Reader

TH 102

INTRODUCTION TO THEOLOGY

Level 5, 10 Credits

Theology is "faith seeking understanding". This course will explore questions about God, Jesus Christ, creation and being human in light of scripture, tradition and experience. Students will be encouraged to see themselves as both experiencing and receiving theology.

Course Material: Course Reader

TH 103 *

HISTORY OF THE SACRAMENTS

Level 5, 10 Credits

This course will give an overview of the major historical changes and developments that have influenced our understanding and practice of the sacraments. This in turn will help learners to better understand the issues relating to sacraments today.

Course Material: Martos, J. (2001). *Doors to the sacred: A historical introduction to the sacraments in the Catholic Church*, Liguori, MO: Liguori/Triumphs

TH 104 *

SOCIAL ISSUES: CATHOLIC SOCIAL TEACHING TODAY

Level 5, 10 Credits

What is Catholic social teaching? This course will outline the Church's teaching on justice and peace. Some major social issues will be explored with a view to helping participants better understand how Catholic social teaching can be applied to action for justice and peace.

Course Material: Course Reader

TH 110

INTRODUCTION TO CHRISTIAN MORALITY

Level 5, 10 Credits

Christian morality seeks a faith-filled response to the ordinary and "not so ordinary" issues that people face. This course will examine the key principles underlying Christian morality and will introduce learners to some of the different approaches to moral decision-making.

Course Material: Course Reader

TH 201/RE200

UNDERSTANDING SACRAMENTS

Level 6, 15 Credits

Pre-requisite: TH 101 or TH 103

N.B. This course can be credited towards either the Theology or Religious Education requirements of the Diploma.

This course will give an overview of the theological understanding of the sacraments today and help participants view the sacraments more critically, renewing their own approach to and understanding of them.

Course Material: Course Reader

TH 203

UNDERSTANDING CHURCH

Level 6, 15 Credits

This course is compulsory for all learners completing a Diploma in Religious Studies

This course looks at the Catholic Church's understanding of itself from the time of the Second Vatican Council, particularly as expressed in the document *The Constitution on the Church (Lumen gentium)*.

Course Material: Course Reader

TH 204

THE LITURGICAL YEAR

Level 6, 15 Credits

As the title suggests, this course will look at the Church's annual liturgical cycle with special focus on the liturgical seasons. It will explore the enriching theological and liturgical implications the cycle brings with it which will, hopefully, increase the appreciation for the importance of liturgy in the pastoral-spiritual formation of all the baptised.

TH 206b/RE 200

CHURCH HISTORY: MIDDLE AGES

Level 6, 15 Credits

This course will look at the Church in Western Europe between about the 8th and 15th centuries. It will examine the following: the process and extent of conversion, the growth and importance of monasticism and other religious orders, the growth of papal government and the nature of the papacy's relations with kings and emperors, the religious attitudes and observances of the laity, and religious and ecclesiastical reform movements at all levels of the Church. The emphasis throughout will be on the interrelationship between the Church and the society in which it operated.

Course Material: Course Reader

TH 206c/RE 200

CHURCH HISTORY: THE REFORMATION

Level 6, 15 Credits

This course traces the history of the Church from before the Protestant Reformation, and looks at the events that led up to the Counter-Reformation and the Council of Trent. Areas covered include Counter-Reformation theology, spirituality and attitudes to new scientific learning. Martin Luther, Henry VIII, Mary Tudor, Queen Elizabeth I and Calvin will be some of the people studied.

Course Material: Course Reader

TH 211 CATHOLIC SOCIAL TEACHING II Lev el 6, 15 Credits

It is the special vocation of the laity to advance the reign of God by acting as a leaven in the world and transforming society. This course will explain the Church's social teaching in some detail and focus on the permanent elements in that teaching. The course aims to give participants the knowledge and understanding necessary in order to apply the Church's teaching with confidence to the issues of the day.

Course Material: Course Reader

TH 219/RE 200 MĀORI SPIRITUALITY Level 6, 15 Credits

This course will assist learners to deepen their understanding of being Christian in the bi-cultural context of Aotearoa New Zealand through an exploration of concepts and values central to Māori spirituality.

Course Material: Course Reader

TH 221 THE GREAT MYSTICS Level 6, 15 Credits

This course explores the unique pathways to God's wisdom lived and taught by some of the great mystics of the Christian tradition. Students will identify and examine historical figures, texts and socio-cultural influences that shaped the mystical tradition, and in the light of Vatican II critically evaluate the mystic's transforming response to encounters with God's love.

Course Material: Course Reader

TH231 * CATHOLIC SPITIRUAL TRADITION Level 6, 15 Credits

This course introduces students to the major contributors, movements and contexts associated with Christian spirituality from the early Church until today. They will identify and analyse historical developments in the Christian spiritual tradition and examine ecumenical and Maori spirituality in Aotearoa-New Zealand from a Catholic perspective.

Course Material: Course Reader

TH 236 THE NEW ZEALAND CHURCH: LEADERSHIP IN CONTEXT Level 6, 15 Credits

This course will provide learners with an overview of major historical features that are the legacy of the global Church of our time. In addition, learners will explore the tradition and history of the New Zealand Church with a view to being able to exercise leadership in a biculturally sensitive way.

Course Material: Course Reader

TH 336 * SACRAMENTS OF THE CHURCH Level 6, 15 Credits

This course examines the key ideas associated with the theology and practice of the Catholic sacraments and significant aspects of their historical development, as these relate to parish celebrations of the Sunday Eucharist and other sacraments.

Course Material: Course Reader

RELIGIOUS EDUCATION

RE 101 INTRODUCTION TO RELIGIOUS EDUCATION Level 5, 10 Credits

By examining the Religious Education Curriculum Statements for Catholic primary and secondary schools, this course will introduce participants to the philosophy of the Catholic school, the role of the teacher, the principles, general aims, contexts, teaching approaches, assessment and language of Religious Education.

Course Material: Course Reader
National Centre for Religious Studies. (1996). Religious Education Curriculum Statement
Wellington: NCRS (*Primary*)
National Centre for Religious Studies. (1990). Religious Education in the Catholic Secondary School Syllabus Document. Auckland: NCRS (*Secondary*)

RE 102 INTRODUCTION TO SPIRITUALITY FOR TEACHERS Level 5, 10 Credits

This course will provide an opportunity for participants to explore the meaning of spirituality and ways of nourishing their own spirituality. Practical suggestions for helping children develop their spirituality will be offered.

Course Material: Course Reader

RE 201 WHAT MAKES A SCHOOL CATHOLIC

What makes a school Catholic? What is meant by "special character"? What is the role of teachers, Boards of Trustees, and others in maintaining and enhancing the Catholic character of a school? This course draws on Church documents, other current writings and the experience of the participants to provide some answers to these and related questions.

Course Material: Course Reader

Note: *All courses with TH/RE 200 and SC/RE 200 are interdisciplinary and can be credited for RE 200*

PASTORAL MINISTRY

PM 101 CHURCH AND MINISTRY Level 5, 10 Credits

This course examines different understandings of Church, with special emphasis on the "Community of Disciples" or "Communio" model. The significance of liturgy, the meaning of mission and ecumenism, and the role of ministers, ordained and lay, are some of the issues explored.

Course Material: Course Reader

- PM 102** **INTRODUCTION TO LITURGY** **Level 5, 10 Credits**
sing an experiential teaching method, the aim of this course is to look at the theory and principles of liturgy and how these can be adapted to practical situations that relate to the everyday liturgical practice of the Church.
Course Material: Course Reader
- PM 202** **CELEBRATING THE LITURGY** **Level 6, 15 Credits**
This course will examine in some depth the many dimensions that are essential to a more extensive research of liturgy. Both theoretical and practical in delivery, the course will examine Vatican Council II and the renewal of the liturgy, the purpose of the Scripture in worship, the Eucharist, Church art and architecture, various rites and a more detailed look at some of the main ministries in our liturgical celebrations as well as the role of the liturgy committee
Course Material: Course Reader
- PM 203** **RITE OF CHRISTIAN INITIATION OF ADULTS** **Level 6, 15 Credits**
Note: *This course is compulsory for learners completing a Diploma in Religious Studies – Pastoral Ministry Stream*
The aim of this course is to give participants an appreciation of the RCIA as a process rather than a programme. It will explore the key elements of each period and stage of the RCIA, as well as possible ways of on-going development.
Course Material: Course Reader
- PM 232 *** **LITURGICAL LEADERSHIP AND PRACTICE** **Level 6, 15 Credits**
Note: *PM 202 is a prerequisite for this course*
The course is designed to assist those who are called to be lay leaders in parishes, to evaluate important issues in the liturgical theology and spirituality of the Catholic Church. The course includes a practical dimension which will help participants appreciate the skills required for leadership in community prayer.
Course Material: Course Reader
- PMH 101 *** **PASTORAL THEOLOGY FOR HOSPITAL MINISTRY** **Level 5, 10 Credits**
Pastoral Theology seeks to understand the implications of faith within the experience of the Church. This course will study pastoral care in hospitals. Learners will use theological reflection to identify ways of helping people respond to God's transforming love in the midst of experiencing trauma, tragedy, terminal illness and grief.
Course Material: Course Reader
- PMH 102 *** **INTRODUCTION TO SPIRITUALITY FOR PASTORAL MINISTRY IN A HOSPITAL CONTEXT** **Level 5, 10 Credits**
This course will provide an opportunity for participants to explore the meaning of spirituality and ways of nourishing it in their own lives. It will also provide participants with practical suggestions for appropriate prayer with individuals and groups in a hospital-related context.
Course Material: Course Reader
- PMH 103 *** **PASTORAL CARE OF THE SICK IN A HOSPITAL CONTEXT** **Level 5, 12 Credits**
Ministry in hospitals bears witness to Christ's presence through pastoral care. This course evaluates values and skills for the pastoral care of patients with particular needs. Learners will also examine the professional requirements for pastoral carers working in hospitals and explore their implications.
Course Material: Course Reader
- LD/PM 331 *** **LEADERSHIP AND MINISTRY** **Level 6, 15 Credits**
Note: *It is strongly recommended that LD/PM 331 be completed before attempting LD/PM 332.*
This course will explore the influence a Christian world view has on the way people enter into the leadership process. It will examine the nature of the organisation where people do leadership and consider how doing leadership within the parish context can constitute ministry.
Course Material: Course Reader
- LD/PM 332 *** **SKILLS FOR PASTORAL LEADERSHIP** **Level 6, 15 Credits**
Note: *While not a prerequisite, it is recommended that LD/PM 331 be completed before studying LD/PM 332.*
This course will assist learners to gain insights into, and some experience of, the key organisational, management, administration and basic 'pastoral counselling' skills required in pastoral leadership. The Catholic-Christian view of the person forms the background against which this course will be conducted.
Course Material: Course Reader
- LD/PM 333 *** **VALUES AND ETHICS IN PASTORAL LEADERSHIP** **Level 6, 15 Credits**
Note: *It is strongly recommended that TH110 be completed before attempting LD/PM 333.*
Technological developments are becoming integrated into and changing our social practices and institutions, including sexuality, marriage and family life. This course will help learners to engage with some of the pastoral issues that people face today from the beginning of life through to the end of life. The backdrop for reflecting on these issues is that of the Catholic-Christian moral tradition, including its tradition of canon law.
Course Material: Course Reader

LD/PM 334 * PASTORAL LEADERSHIP IN SYNTHESIS Level 6, 15 Credits
N.B. While not a prerequisite, it is recommended that all other courses are completed before this course.
The aim of this paper is to bring together the different learning from the academic and practical components of the Diploma in Pastoral Leadership Programme. Various themes will be identified and learners will be asked to apply their insights to different scenarios. It will also provide an opportunity to explore the Church and leadership of the future.
Course Material: Course Reader

JYM 101 INTRODUCTION TO YOUTH MINISTRY Level 5, 10 Credits
Catholic ministry with young people is about identifying and developing the overlap between the mission of the Catholic faith tradition and the contemporary world of the young. Through an examination of *A Framework for Catholic Ministry with Young People in Aotearoa New Zealand*, this course aims to introduce participants to the goals, themes and components of Catholic Youth Ministry.
Course Material: Course Reader

YM 102 INTRODUCTION TO SPIRITUALITY FOR YOUTH MINISTERS Level 5, 10 Credits
Christian spirituality, the experience of following Jesus Christ in everyday life and in prayer, is at the heart of pastoral ministry. This course will provide an opportunity for participants to explore the meaning of spirituality and ways of nourishing it in their own lives. The course will also provide participants with practical suggestions for helping young people develop their spirituality.
Course Material: Course Reader

YM 103 YOUTH MINISTRY EXPERIENCE Level 5, 12 Credits
The Youth Ministry Experience is an opportunity to experience the life of the Catholic faith community and to actively participate as a leader in ministry with young people. It is a chance to further explore the role of youth minister and to model gospel values to young people, parents and the wider Catholic community.
Course Material: Course Reader

WCEC LIST OF ALL COURSES

CF 101	Psychosexual/Moral Development: Infancy to Adolescence and Ethics
CF 102	Psychosexual/Moral Development: Adulthood and Catholic Perspectives
CF 103	Sexuality Education, Health Issues and Relationships
CF 201	Sexuality Education, Health Issues and Training Programme Development
CF 202	Sexuality Education, Health, Culture/Gender Issues and Programme Development
CF 203	Sexuality Education, Bioethics and Programme Presentation
LD 101	Organisational Development
LD 102	Nature of Leadership
LD 201	Spirituality and Leadership in Organisations
LD 202	Communities of Care
LD 203	Developing a Philosophy of Leadership
LD 301	Skills to do Leadership
LD 302	Leadership and the Future
LD/PM 331	Leadership and Ministry
LD/PM 332	Skills for Pastoral Leadership
LD/PM 333	Values and Ethics in Pastoral Leadership
LD/PM 334	Pastoral Leadership in Synthesis
PE 101	Experience in Ministry
PM 101	Church and Ministry
PM 102	Introduction to Liturgy
PMH 101	Pastoral Theory for Hospital Ministry
PMH 102	Introduction to Spirituality for Pastoral Ministry in a Hospital Context
PMH 103	Pastoral Care of the Sick in a Hospital Context
PMP 101	Pastoral Theology for Prison Ministry
PMP 102	Introduction to Spirituality for Pastoral Ministry in a Prison Context
PMP 103	Introduction to Pastoral Care in a Prison Context
PM 201	The Role of the Pastoral Minister
PM 202	Celebrating Liturgy
PM 203	RCIA Rite of Christian Initiation of Adults
PM 206	Traditions of Prayer
PM 213	Inculturation and Liturgy
PM 232	Liturgical Leadership and Practices
RE 101	Introduction to Religious Education
RE 102	Introduction to Spirituality for Teachers
RE 201	What Makes a School Catholic
RE 202	More Spirituality for Teachers
RE 203	Readiness for Religious Education
RE 204a	Religious Education Curriculum I
RE 204b	Religious Education Curriculum II
RE 205	Issues in Religious Education
RE 206	New Zealand Culture and Society in the 21 st Century
RE 207	Leadership in the Catholic School
RE 208	Values and Ethics for the Religious Education Teacher
RE 209	Social Justice, Ethical and Moral Issues in Catholic Schools
RE 210	Information Technology in Religious Education
SC 101	Introduction to the Old Testament
SC 102	Introduction to the New Testament
SC 103	Introduction to New Testament Greek
SC 104	Introduction to Biblical Hebrew
SC 105	Wisdom Literature
SC 201	Gospel of Mark
SC 202	Gospel of Matthew
SC 203	Gospel of Luke/Acts
SC 204	Gospel of John
SC 205	Aspects of John
SC 206/RE 200	The Synoptic Gospels
SC 207	New Testament Letters
SC 208	Women in the New Testament
SC209/RE 200	Apocalyptic Literature
SC 210	The Pentateuch
SC 211	The Historical Books
SC 213	The Prophets
SC 214	Women in the New Testament
SC 215	Bible History
SC 335	Biblical Themes and Models for Leadership

(Continued)

WCEC LIST OF ALL COURSES continued

TE 101	Teaching Experience
TH 101	Introduction to Catholicism
TH 102	Introduction to Theology
TH 103	History of the Sacraments
TH 104	Social Issues: Catholic Social Teaching Today
TH 110	Introduction to Christian Morality
TH 201/RE 200	Understanding Sacraments
TH 202/RE 200	An Introduction to Christology
TH 203	Understanding Church
TH 204	The Liturgical Year
TH 205	Theology of Mary
TH 206a/RE 200	Church History: The Early Ages
TH 206b/RE 200	Church History: The Middle Ages
TH 206c/RE 200	Church History: The Reformation Period
TH 206d/RE 200	Church History: The Modern Age
TH 206e/RE 200	Church History: The Counter Reformation
TH 207	Aspects of Theology
TH 208/RE 200	World Religions
TH 209/RE 200	History of the Church in Aotearoa/New Zealand
TH 210	Christian Spirituality: Contemporary Trends
TH 211	Catholic Social Teaching II
TH 216	Significant Women in History
TH 218	The History of Spirituality
TH 219/RE 200	Māori Spirituality
TH 221	The Great Mystics
TH 222/RE 200	Developing a Spirituality of Place for Wellingtonians
TH 223	Theological Issues
TH 224	Christianity and Art
TH 225	Feminist Theology
TH 226	Philosophy of Religion
TH 231	Catholic Spiritual Tradition
TH 236	The New Zealand Church: Leadership in Context
TH 240	Catholicism and Literature
TH 336	Sacraments of the Church
YM 101	Introduction to Catholic Youth Ministry
YM 102	Introduction to Spirituality for Youth Ministers
YM 103	Youth Ministry Experience

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(Continued)

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MASTER OF EDUCATIONAL LEADERSHIP COURSE DESCRIPTIONS (Australian Catholic University)

EDLE 630 Project B Professional Practicum - Enquiry Project

This unit will focus on ways of thinking about what and how we know as well as how we gather and interpret information about organisations. People will use the time together to explore some of the assumptions behind enquiring into what is happening as well as considering ways of going about gathering that information. Participants will have the chance to discuss ways of exploring topics, but the nature of this enquiry will be very much determined by the topic that each chooses to explore. The project will be to take the processes they have explored and use them to understand more deeply aspects of an organization to which they have access.

EDLE 633 Leading Authentic Learning

This unit explores the nature of the teaching and learning interaction and focuses specifically on leadership beliefs and practices which can improve the quality of student learning. Through reflection on their own beliefs and experiences, and through an examination of the theoretical and practical aspects of teaching and learning, participants are expected to develop their own framework of beliefs and practices concerning their role in promoting effective learning groups. Leadership behaviours which can improve the quality of teaching and learning, the Catholic world and its relationship to curriculum and learning will also be explored.

EDLE 601 Ethics and Leadership

AUSTRALIAN CATHOLIC UNIVERSITY FACULTY 2010 – (MASTER OF EDUCATIONAL LEADERSHIP)

To be advised

WCEC STAFF 2010 – (MASTER OF EDUCATIONAL LEADERSHIP)

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