



The Foundation Degree in Ministry

The Learning for Discipleship Programme is based on the fact that learning about faith and ministry involves 'knowledge' and 'skills', and relating the two! The Programme aims to put you at the centre of your learning. It seeks to build on what you already know and can do, and help you to take the appropriate next steps for you. It is designed both for those who feel they are just starting out in this kind of learning and for those who have already had a great deal of training and experience.

The programme is based on the Oxford Brookes University Foundation Degree in Ministry. The advantage of registering for the foundation degree is that you will be on a programme of study which will lead to a nationally recognised university qualification in ministry. It would even be possible to top this up to an Honours Degree later for those who wished.

The fundamental aim of the programme is to develop your skills, knowledge and understanding so that you can function as an effective reflective practitioner in ministry.

Programme Structure

The award of a foundation degree requires the achievement of 240 CATS (Credit Accumulation and Transfer System) points. In order to obtain the foundation degree you need to complete 16 modules, each equivalent to 15 CATS points. You are required to take 8 modules at level 4 and 8 at level 5 (previously referred to as level 1 & 2).

Level 4 8 modules 120 credits Certificate

Level 5 8 modules 120 credits Foundation Degree

Most modules run for two hours per evening over a 10 week period each academic term. However there are some exceptions to this. Some modules run on Saturdays or Saturdays and weekdays. Modules on offer on Saturdays usually run for 3 Saturdays in an academic term.

Depending on your circumstances, you will be able to complete at least 1 module per academic term. There are three academic terms each year i.e. autumn (September – December), spring

(January – March) and summer (April – June). You will also need to complete a module that runs throughout the whole of the academic year. Therefore, you should be able to complete at least four modules per academic year.

You will need to allow several hours per week for study, reading and assignment and portfolio writing in addition to tutorial time.

Entry Requirements

Entrants to the Programme should normally possess the following:

Either:

- A minimum of two years' relevant work experience and a current role in an appropriate workplace setting, and
- A Line Manager's letter of support and recommendation;

Or:

- a minimum of one pass at A-level or 6-unit Vocational A-level, plus three passes at GCSE (grades A–C), or O-level (grades A–C) normally including Mathematics and English Language, or
- a National Certificate or Diploma or other equivalent qualifications, such as GNVQ/NVQ or other Level 3 vocational qualifications.

Availability of Courses

It is our responsibility to ensure you are offered the opportunity to take sufficient modules to achieve your award. The modules on offer depend on the availability of tutors, especially in a specific geographical area. This means that there is a possibility that a particular module may not be available in a specific geographical area near you. In this situation you should travel to another learning centre near you if possible. Please note that the feasibility of a course depends on the number of registrations. Therefore, if there are insufficient registrations, the course will be postponed. Again, should this happen, you should travel to another learning centre near you if possible.

Also you cannot assume if you decline to take a module when it is offered that you will have another opportunity to take that module within a specific academic year. It is your responsibility to consult with the Learning for Discipleship team if you need to defer for a term and when you wish to re-enrol. Deferrals can only be granted in exceptional circumstances.

We aim to offer at least one of the compulsory level 4 modules each academic term in two or more of our main learning centres i.e. Dorchester, Marlborough, Poole & Salisbury. However, this does not mean that other courses may not be available elsewhere or perhaps closer to where you live. From time to time, depending on demand and tutors, courses may be on offer at other learning centres across the Diocese. At present, level 5 courses are offered either in Marlborough, Salisbury and/or a venue in the south of the diocese.

Attendance

You will normally be expected to attend 80% of the seminars each academic term.

Assessments & Portfolios

Assessment on the foundation degree programme will be in the form of written assignments and portfolios. Wherever appropriate, alternative forms for written assignments can be considered.

The assignments for each module form part of a portfolio for that module. The building of portfolios is central to the programme.

A portfolio is a collection of the evidence that you have achieved the required standard for the Gifts and Competencies of each module. Gifts and Competencies are statements of professional learning outcomes which include the requirements for professional validation.

Building a portfolio integrates the processes of identifying learning needs, planning, engaging in and reflecting on learning, and presenting evidence to demonstrate that learning.

You will need to build a portfolio for each module you take. As per university regulations, you are required to submit a minimum of three portfolios each academic year. This means that you will need to be enrolled on a course and submit a portfolio for each academic term. You are unlikely to be able to defer a term because this will impact on the number of portfolios you need to submit for the academic year.

A handbook on building portfolios, which includes information on what can be used as evidence, is available to all registered foundation degree students.

Mentors

To help guide your progress through the foundation degree programme, you will be assigned a portfolio mentor. The portfolio mentor's role, in consultation with other staff and tutors, is to advise you on the overall shape and priorities of your pathway through the foundation degree programme and to support you in the educational process of assimilating your learning through portfolios. You need to make sure you maintain regular contact with your portfolio mentor and will be required to meet with them to discuss your portfolios.

It's not the portfolio mentor's job to teach you everything you want to know. Portfolio mentors are not subject specialists in all areas and they are not supervisors for work-based learning. They do not provide pastoral care or spiritual direction. Instead your portfolio mentor will help you work out what you need to learn, and what kind of evidence you might get from your learning. Once you have gathered some evidence, the mentor can advise you on whether you now have enough for your portfolio, and if not what more needs to be done. The portfolio mentor can also advise you on the presentation of your portfolio. Guidance will be given centrally on what will be suitable for each portfolio and when it should be submitted.

Ultimately as a foundation degree student, you are responsible for your learning and your portfolios. The mentor is available to help you, but you should always be in the driving seat.

Accreditation of Prior Learning [AP(E)L]

We don't want people to have to learn again what they already know! If you can provide evidence that you already know something we may be able to accredit this within the Learning for Discipleship Programme. The evidence may be that you passed a course, in which case we will need to know more about the course and the work you did for it. If you are considering applying for AP(E)L, please contact the Co-ordinator of the Learning for Discipleship programme.

Virtual Learning Environment – Moodle

Information relating to the foundation degree like the student handbook, essential documents, course material and other resources are available electronically on Moodle. Moodle is a virtual learning environment which can be accessed via any PC with internet access. You will need an

email account to create a login for Moodle.

If you would like to look at Moodle, please login as a guest at <http://moodle.salisbury.anglican.org>. When you register for the foundation degree, you will need to create a Moodle login which you will use to access the course material. Course material is only available online through Moodle.

Library Membership

There are some privileges students have as Foundation Degree students which are not available in the same way to other students. These include free borrowing membership of Sarum College Library. Membership of Oxford Brookes University Library and free online access to academic journals is also available along with other student support services through the university. In fact you would be a fully registered student at Oxford Brookes.

Cost

Each course costs £35

What Should I Do Next?

Please get in touch with the Co-ordinator of the Learning for Discipleship programme to discuss what to do next or if you have any other questions. If after your conversation with the Co-ordinator you decide to register for the foundation degree, we'll send or email you a registration form. The form is also available to download online at www.salisbury.anglican.org.uk/ldf

Please note that you will need to complete a Learning for Discipleship registration form as well as an Oxford-Brookes University registration form which we will send to you in the mail. You will need two passport sized photos for the Oxford-Brookes registration form. Registration with Oxford-Brookes University only takes place between July and September and February and March each year. If you are registering at any other time of the year, we will keep your Oxford-Brookes registration form on file until it is time to forward it to the University.

What Will Happen After Registration?

Upon receipt of your registration forms we shall send you confirmation of the course you have selected for the first term. The confirmation includes the venue details, your tutor contact details and instruction on how to register with Moodle.

Next we shall arrange your Sarum Library membership. Sarum Library will send you a library membership card in the mail. This can take up to 4 weeks after your registration. We shall also inform the Portfolio Mentor Co-ordinator of your registration in order for her/him to allocate a portfolio mentor for you. Your portfolio mentor will contact you to arrange a meeting time. You are expected to make every effort to attend meetings with your portfolio mentor.

Staff

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