

STUDENT HANDBOOK 2025



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ABOUT US

Perth Bible College is a not-for-profit higher education institution committed to equipping individuals with a strong foundation in Christian faith and service. It promotes the study of the Holy Scriptures and encourages the understanding and practice of Christian principles both in Australia and internationally. The college provides education and training to prepare individuals for Christian ministry and service, offering instruction in biblical teachings, doctrine, and the history of Christianity. Through various learning opportunities, including schools, classes, and correspondence courses, it supports a comprehensive understanding of the Bible. Additionally, Perth Bible College fosters partnerships with other Christian organisations to further its mission and expand its impact.

At Perth Bible College (PBC), we are committed to serving God's purposes in our generation.

Our vision is to meet the world with the gospel and to train and equip the everyday Christian to advance the mission of Christ and serve in whatever season and context they're called to. We enable students to fulfill God's purpose within their generation through our theological and Christian counselling courses.

We execute this vision by providing biblical and theological accredited education to equip churches and Christian organisations with a qualified and effective workforce that harnesses the development of faithful leaders through various educational programs.

Much like King David who served God's multi-faceted purposes in his generation, God calls us to serve His purpose in ours. PBC exists to equip you with the Christian theological tools to develop others and yourself in a holistic environment where you are a valued member of a greater Christian community.

We teach people to think through issues by providing foundational knowledge, tools and skills so that they can approach practical ministry with a well-developed framework for leading various forms of ministry, rather than prescribing one approach to ministry.

HISTORY

In 1928 the Lord placed a burden on the heart of Rev. Carment Urquhart to start a Bible Institute in Perth. As he was concluding his pastorate at the Maylands Baptist Church, and as other Christians confirmed his exercise to be from the Lord, on 2nd July 1928, he took a bold step of faith and launched what is today the **PERTH BIBLE COLLEGE**.

On that day he assembled a company of intending students and well-wishers in a large, rented room in Mount Lawley and delivered the first lecture. The Perth Bible Institute continued with evening classes during 1928, 1929 and 1930, with the full-time course commencing on 17th March 1931.

PBC has had several 'homes' over the years. It was started in rented properties around Mount Lawley, and then moved into buildings on its own land in Joondanna in September 1934. From 4th February 1951 until the end of June 1986 the College was located at 35 Glenroyd Street, Mount Lawley, and since then has been at the Karrinyup Campus.

WHAT WE BELIEVE

We believe in one God, eternally existent in three persons, Father, Son, and Holy Spirit.

We believe in our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

We believe in the salvation of lost and sinful humanity through the shed blood of the Lord Jesus Christ by faith, apart from works, and regeneration by the Holy Spirit.

We believe in the Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

We believe in the Unity of the Spirit of all true believers, the Church, the Body of Christ.

We believe in the Resurrection of both the saved and the lost; those who are saved to the resurrection of life; those who are lost to the resurrection of damnation.

We believe in the Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy and the supreme authority in all matters of faith and conduct.

OUR CORE VALUES

We are Evangelical

We believe in the urgent need to reach our broken world with the gospel of Jesus Christ and to train men and women to be effective servants for God.

We are Interdenominational

We teach people to think through issues by providing foundational knowledge, tools and skills so that they can approach practical ministry with a well-developed framework for leading various forms of ministry in any context or tradition.

We are Ministry Oriented

Our studies contain a high academic level of education, and we are committed to maintaining this high standard as an important foundation for practical ministry. However, all our studies will also have a “How does this apply to my Christian, church and world situation?” focus as well as containing the practical skills necessary to be effective in ministry.

We are Servants of God’s Word

We understand that as humans we need to adopt a posture of humility before the final authority of the revelation of God. We allow God’s Word to confront us constantly, placing our ideas and practices before Him to be shaped and moulded for his glory.

We are Communication Focused

The effectiveness of ministry will depend not only on the knowledge of the message but on how the message is communicated in a relevant and clear way. All of our studies incorporate the need to be able to communicate well that which is being learned.

We are Community Centred

We believe that community is a primary means for personal transformation as well as foundational for healthy church ministry. To facilitate this, part of our training includes students experiencing and being part of a transforming community at college.

We are Kingdom Trainers

Rather than only training the individual, we desire to give students tools so they can develop others as well as themselves. Each graduate should not only be able to effectively impact the world in which they minister, but train others also to impact their world for Christ.

ACCREDITATION

TEQSA

The Tertiary Education Quality and Standards Agency (TEQSA) is the national regulator of higher education in Australia. TEQSA registers higher education providers and monitors quality and standards, to ensure that students receive a quality education. TEQSA evaluates the performance of higher education providers against the Higher Education Standards Framework (Threshold Standards) 2021

Perth Bible College is accredited with TEQSA as an 'Institute of Higher Education' (Provider ID: PRV12165) on the National Register of Higher Education.

CRICOS

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the official register of all Australian education providers that are permitted to offer courses to students studying in Australia on student visas. Perth Bible College is registered on CRICOS (Provider Code: 00986G).

Registration on CRICOS allows PBC to offer courses to international students studying, or intending to study, in Australia on student visas.

AUSTRALIAN UNIVERSITY COLLEGE OF DIVINITY

Perth Bible College is also a member institute of the Australian University College of Divinity which is also accredited by TEQSA as an 'Institute of Higher Education' (Provider ID: PRV12045) on the National Register of Higher Education, and CRICOS (Provider Code: 02948J).

GOVERNANCE

Perth Bible College Inc. is an independent, interdenominational, evangelical, biblical, and missionary incorporated association which is governed by a board which consists of Christians from various denominations who share the vision of the work of Perth Bible College.

The Board of management is established by PBC to provide financial oversight, and strategic planning. It sets the PBC's mission, vision, and policies while ensuring compliance with legal, regulatory, and accreditation requirements. Financial responsibilities include approving budgets, overseeing financial sustainability, and managing risks. The board of management also upholds academic integrity by reviewing programs and monitoring student outcomes. Leadership oversight involves appointing and evaluating the principal and ensuring effective organisational management. Additionally, the board of management supports fundraising, infrastructure planning, and long-term sustainability, ensuring continued growth and success.

BOARD OF MANAGEMENT MEMBERS

CHAIRMAN	Mr Steve Poisat
SECRETARY	
BOARD MEMBERS	Dr Andre van Oudtshoorn Mr Bienvenido Raneses Ms Diane Speed Mr Graham Irvine Mr Ian Simms Mrs Kari Minetto Dr Steve Young Mrs Christa Smith Mr Richard Blake

FACULTY & STAFF

ACTING PRINCIPAL, TRAINING & DEVELOPMENT MANAGER	Mr Richard Blake
ACADEMIC DEAN, SENIOR LECTURER IN BIBLICAL STUDIES	Dr Steve Young
BUSINESS MANAGER	Mrs Kari Minetto
CARETAKER	Mr Paul Bertram
COUNSELLING PROGRAM COORDINATOR	Mrs Janice Marsh
DEAN OF COUNSELLING	Dr Ida Marais
DEAN OF STUDENTS	Mrs Becky Shaw
DEAN OF STUDIES, SENIOR LECTURER IN BIBLICAL STUDIES	Dr David Shaw
SENIOR LECTURER IN THEOLOGY	Dr Andre van Oudtshoorn
IT MANAGER	Mr Nick van Oudtshoorn
LIBRARIAN	Mrs Judy Smith
OFFICE ASSISTANT	Mrs Sarah Park
RECEPTIONIST	Mrs Addie Twyerould
MEDIA AND SOUND PRODUCTION	Mr Jon-Mark van Rooyen

The Board of Management, Staff, and Lecturers warmly welcome all incoming students to Perth Bible College.

ACADEMIC DEAN

The Academic Dean oversees course programs. Their responsibilities include setting and maintaining academic standards, aligning curricula with the PBC's mission and accreditation requirements, and ensuring faculty development and excellence in teaching and research.

BUSINESS MANAGER

The Business Manager oversees the financial and administrative operations of PBC, ensuring that resources are managed effectively and efficiently. They are responsible for financial matters and provide support to students including extensions. They also manage the maintenance and development of the campus including student accommodation.

DEAN OF STUDENTS

The Dean of Students oversees student life and ensuring a positive, supportive environment for students. They are responsible for supporting students' personal, social, and academic development, addressing issues like mental health and overall well-being. As a liaison between students and administration, the Dean advocates for students' needs and communicates institutional policies effectively. Additionally, they foster a diverse and inclusive environment, supporting students from various backgrounds, and often handle crises or emergencies affecting student safety and well-being.

DEAN OF STUDIES

The Dean of studies is responsible for overseeing the student academic experience, including advising, monitoring progress, and addressing concerns related to coursework and assessments.

ACADEMIC CALENDAR

PBC runs on a trimester system dividing the academic year into three equal periods, typically lasting around 11 to 12 weeks each. It is used to structure the academic calendar.

In a trimester system, the academic year is split into three terms:

1. **Trimester one** – usually starts in February and runs through to May.
2. **Trimester two** – typically starts in May or June and finishes in August.
3. **Trimester three** – usually takes starts in September and ends in late November.

This system allows students to take a larger number of courses over the year, with breaks between terms, and is used to offer more flexible and/ or accelerated programs.

PBC also runs a Summer school that runs from December through to February.

CENSUS DATES

A census date is the official deadline by which students must finalise their enrolment in a course. It is the last day to withdraw from subjects without incurring academic or financial penalties. After this date students become financially liable for their enrolled units, any tuition fees or government loans (e.g., HECS-HELP, FEE-HELP in Australia) are officially applied, and enrolment changes may result in academic penalties or fees.

The census date is crucial for students to review their study load, financial commitments, and academic plans.

RESULTS

Academic results are published at the end of each trimester. Results are usually distributed three to four weeks after the end of the trimester. AUCD course results may take longer due to a different moderation process. Students with outstanding financial obligations will be notified of such and be required to clear such obligations prior to receiving official notifications of their results.

WA HOLIDAYS

Please note that there will be no classes held on public holidays in Western Australia. These days are designated for rest and observance of public celebrations, and as such, all classes and academic activities will be suspended. Students should plan accordingly and take note of the specific public holidays throughout the academic year.

GRADUATION

Students gaining awards will be publicly recognised at the PBC graduation where the official award certificate will be presented. The graduation ceremony normally takes place around the end of Trimester 1 each year. Students can obtain a notification of successful completion prior to graduation if required. Any student with an outstanding financial obligation will not be issued official results or an award certificate until all obligations are cleared. They may still participate in the graduation service and should discuss details with the college office.

DATE	WEEK	IMPORTANT DATES
24-Feb-25	Week 1	TRIMESTER ONE 2025 STARTS
3-Mar-25	Week 2	
10-Mar-25	Week 3	Census Friday 14th March
17-Mar-25	Week 4	
24-Mar-25	Week 5	
31-Mar-25	Week 6	Graduation Thursday 3 rd April
7-Apr-25	Week 7	
14-Apr-25	Week 8	WA School Holidays, no lecture, Good Friday 18 th April
21-Apr-25	Week 9	WA School Holidays, Easter Monday 21 st April, ANZAC Day 25 th April
28-Apr-25	Week 10	
5-May-25	Week 11	
12-May-25		
19-May-25		
26-May-25		
2-Jun-25	Week 1	TRIMESTER TWO 2025 STARTS
9-Jun-25	Week 2	
16-Jun-25	Week 3	Census Friday 16th June
23-Jun-25	Week 4	
30-Jun-25	Week 5	
7-Jul-25	Week 6	WA School Holidays, no lecture
14-Jul-25	Week 7	WA School Holidays
21-Jul-25	Week 8	
28-Jul-25	Week 9	
4-Aug-25	Week 10	
11-Aug-25	Week 11	
18-Aug-25		
25-Aug-25		
1-Sep-25		
8-Sep-25	Week 1	TRIMESTER THREE 2025 STARTS
15-Sep-25	Week 2	
22-Sep-25	Week 3	Census Monday 22 nd September
29-Sep-25	Week 4	WA School Holidays
6-Oct-25	Week 5	WA School Holidays, no lecture
13-Oct-25	Week 6	
20-Oct-25	Week 7	
27-Oct-25	Week 8	
3-Nov-25	Week 9	
10-Nov-25	Week 10	
17-Nov-25	Week 11	
24-Nov-25		
1-Dec-25		End of Year Dinner Thurs 4 th December
8-Dec-25		Summer School Starts
15-Dec-25		
22-Dec-25		Summer School Census Day, Monday 22 nd Dec

STUDENTS SERVICES

OFFICE HOURS

The general administration office is open as follows:

Monday to Friday:	8.30am – 4.30pm (AWST)
Saturday and Sunday:	Closed

The office will be closed for two weeks during the Christmas/New Year period. Details of exact closure dates will be communicated each year.

The office provides a number of services for students to support their studies including:

- Paper, printing, photocopying and scanning
- Student cards
- Student concession verification
- Basic IT support for PBC online, student email, and campus WIFI

APPOINTMENTS WITH STAFF

Staff are available to discuss matters related to college life and courses of study with you. You should make an appointment with the office if you have a matter to discuss.

PBC ONLINE

The College uses PBC Online (Moodle) as our Learning Management System for students to access their course and unit content, as well as study support. Students gain access to PBC Online via the PBC Student Portal using their student email address. PBC Online is the gateway to the HELP Course, all units offered by PBC, assignment submission options, and general information applicable to college life.

STUDENT SUPPORT SERVICES

ACADEMIC SUPPORT

We offer a range of academic support services to help students thrive in their studies. Our lecturers are readily available for appointments, and students can contact them at any time for academic assistance, ensuring they receive the guidance they need. We provide personalised course advice to support subject selection, study planning, and academic progression. Students also have access to our library, which includes a vast collection of theological and academic resources, as well as online databases to aid research and learning. Free Wi-Fi is available across the campus, enabling seamless access to digital resources and study materials. Additionally, our CE504 Study Ready Course helps students develop essential academic skills, such as research, writing, and critical thinking, to ensure they are well-prepared for their studies at PBC.

We are committed to supporting student progression and academic success. Learning analytics is conducted by lecturers and the dean of students to track student performance through data on attendance, assessments, and engagement. This helps identify students at risk academically, allowing for timely interventions.

Early intervention measures are implemented by admissions teams, lecturers, and the Sean of Students to support at-risk students before challenges escalate. Early identification ensures students receive timely assistance, improving retention and competition success.

Students may also self-refer for academic or non-academic support confidentially. This process is outlined in “how-to” guides, ensuring students understand how to access counselling, financial aid, or learning support without stigma.

Students are strongly encouraged to make use of English Language Support Programs such as the free versions of ProWritingAid and/or Grammarly.

ACCOMMODATION ON CAMPUS

PBC provides on-campus accommodation in a range of self-contained units, offering a supportive and community-focused living environment. These one, two, and three-bedroom units are available furnished or unfurnished, depending on student needs. Furnished units include essential amenities such as a washing machine, refrigerator, cooking facilities and utensils, crockery and cutlery, beds, lounge chairs, built-in wardrobes, and a study desk. Residents are responsible for supplying their own bedding and personal items. Single students typically live in shared arrangements, with each student having their own bedroom. Accommodation rates, and application form are available on the College website.

The college prioritises safety and convenience, with well-lit car parks located close to the main administration area and lecture rooms. Residential students live adjacent to these car parks, fostering a sense of security and awareness of any disturbances.

Campus life at PBC is regarded as a part of spiritual and ministry formation. Many ministry roles involve community living, and the on-campus environment helps prepare students for this aspect of their future work. Each unit includes a lounge area where residents can relax and enjoy recreational time, further enhancing the sense of community within PBC accommodation.

CAREER SERVICES

We are committed to equipping students not only with academic knowledge but also with practical skills and career guidance to help them transition into ministry and related fields. Our careers advice services provide students with personalised support in exploring vocational pathways, identifying ministry and employment opportunities, and preparing for life beyond their studies. Faculty members and career advisors offer guidance on resume writing, interview preparation, and job searching, ensuring students are well-prepared to step into their calling with confidence.

Work Integrated Learning (WIL) provides students with hands-on experience in real-world settings. Through structured placements, internships, and supervised ministry opportunities, students develop practical skills and build valuable professional networks. These experiences allow students to apply their learning in churches, chaplaincy roles, counselling services, and community organisations, ensuring they graduate with both knowledge and practical experience.

PBC also values strong local partnerships with churches, schools, aged care facilities, and community organisations, providing students with access to meaningful placement opportunities and potential employment pathways. These partnerships help bridge the gap between study and work, offering students the chance to engage with mentors, gain ministry experience, and explore future career opportunities. Through these initiatives, PBC ensures that students are well-equipped for a life of service in ministry, leadership, and beyond.

COUNSELLING AND MENTAL HEALTH SUPPORT

We recognise the importance of mental health and emotional well-being in a student's academic and personal journey. We are committed to providing a supportive and caring environment where students can access the help they need. Our counselling services offer confidential support for students facing personal, academic, or spiritual challenges. Whether dealing with stress, anxiety, relationship difficulties, or other concerns, students can seek guidance from trained professionals who provide compassionate and faith-based support.

In addition to counselling, PBC fosters a community that promotes mental health and well-being. Students are encouraged to access faculty and pastoral care staff for informal support, mentorship, and prayer. We also provide referrals to external mental health professionals when additional care is required. Through a combination of personal support, spiritual encouragement, and professional resources, PBC ensures that students have access to the help they need to thrive in both their studies and personal lives.

Additionally, students can contact

- The Mental Health Emergency Response Line on 1300 555 788
- Disability Services via <https://www.blackswanhealth.com.au/>

CRITICAL INCIDENTS

In case of a critical incident PBC follows the policy and procedures outlined in [Critical Incident Management Policy](#).

After hours emergency assistance can be sought from the college staff on **08 9243 2002** and/or **08 9243 2004**.

FINANCIAL SUPPORT SERVICES

We want to making quality education accessible and offer a range of financial support options to assist students in managing their study costs. Eligible students can access FEE-HELP, an Australian Government loan scheme that allows them to defer tuition fees and repay them through the tax system once they reach

the income threshold. This ensures that financial constraints do not become a barrier to pursuing ministry and theological training.

In addition, PBC offers a selection of scholarships to support students who demonstrate financial need, academic excellence, or a commitment to ministry. These scholarships help reduce the financial burden of tuition and living expenses, allowing students to focus on their studies and personal growth. For students seeking additional financial support, PBC also provides work contracts for on-campus roles, offering part-time employment opportunities that fit around study commitments. These roles not only help students financially but also provide valuable experience in administration, maintenance, and ministry-related tasks.

All PBC's undergraduate courses qualify for Centrelink Youth Allowance & Austudy Assistance to help with living expenses for full-time students. Some of the postgraduate courses provided by AUCD do not qualify for Austudy assistance. For more information, contact the college office.

HEALTH AND DISABILITY SUPPORT SERVICES

We are dedicated to supporting the health and well-being of all our students. We understand that maintaining physical and mental health is vital for success in both studies and life, and we offer a range of health support services to ensure students have access to the care they need. While we do not provide on-campus medical facilities, students are given guidance on how to access local healthcare providers, including doctors, pharmacies, and mental health professionals.

For students with specific health conditions or disabilities, PBC provides tailored support to ensure equal access to education and campus life. We work closely with students to assess their needs and implement reasonable adjustments, such as extended time for assessments, assistive technology, or alternative learning methods. Students are encouraged to disclose any health or disability-related concerns to the Student Services team, who can provide confidential assistance and coordinate the necessary accommodations to support their academic progress.

The following basic information was correct at the time of publication, but more up-to-date contact information should be accessed via the Internet.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SUPPORT

We provide ICT support to ensure students have access to the technology and resources needed for their studies. Our IT team is available to assist with technical issues related to hardware, software, and online platforms. Whether students require help with accessing PBC online, our Learning Management System (LMS), troubleshooting device issues, or connecting to the campus Wi-Fi, our team is ready to offer friendly support.

PBC also provides access to a variety of digital resources, including academic databases, e-books, and online tools to enhance the learning experience. Students can access these resources both on-campus and remotely, ensuring they can continue their studies wherever they are. Our aim is to ensure that all students have a smooth and uninterrupted experience in using technology as an essential part of their education.

ORIENTATION DAY

The orientation process provides key information to new students ahead of their studies, both in written form for immediate and ongoing reference and forums where students meet with staff to receive information, ask questions, clarify uncertainties, and discuss concerns. Orientation information is

provided in line with PBC policies and accreditation standards. Where there are international students, the information provided will also meet the requirements of the current National Code of Practice for Providers of Education and Training to Overseas Students. All new and returning students (international and domestic) should attend orientation at the beginning of every trimester, ahead of the first class, whether the delivery of teaching is face-to-face or online.

SEXUAL ASSAULT OR HARASSMENT SERVICES AND SUPPORT

PBC believes that members of this community will feel safe and respected, thereby contributing to both preventing sexual assault and sexual harassment and dealing in a caring manner with incidents that may occur. The practices, policies and procedures that underwrite this belief are outlined in [the Sexual Assault and Sexual Harassment Policy](#).

After hours emergency assistance can be sought from the Pastoral Care staff on 08 9243 2002 and/or the Property Manager on 08 9243 2004. Students can also gain access to the Sexual Assault Resource Centre (SARC) at <https://www.wnhs.health.wa.gov.au/Other-Services/SARC> or on 1800 199 88 or 08 9340 1828 for free medical, forensic and supportive care, including a free counselling service and an Aboriginal Liaison Officer.

THE COLLEGE LIBRARY

INTRODUCTION

The PBC Library is dedicated to the memory of the founding Principal of the college, Rev Carment Urquhart. The library is located adjacent to the foyer in the main administration building.

The physical library has holdings of books that will support you on your study journey with our online resources providing the core basis of what you will require to complete your studies.

The library resources play a vital role in the work of PBC, and every student should take the time to learn how to use them well. You will need to know how to access them in order for you to complete your studies.

PBC also has a reciprocal borrowing arrangement with Morling College (Perth campus) and Sheridan Institute of Higher Education, where PBC students can borrow from these libraries free of charge.

ONLINE RESOURCES

The library offers access to a major online database, DTL2 (Digital Theological Library), which is a collection over 160 different databases. It provides access to eBooks, journals and other media, in all areas required for your study. Online resources provided by the library can be used from anywhere that has internet access.

LIBRARY USE

The physical library is open to the public and library members from 8.30 am to 4.30 pm, Monday to Friday. Students may access the library via the lock code, provided to students at the beginning of each trimester, which allows 24hr access to the library.

All books used in the library, and not checked out, should be placed on the sorting shelves (located at the entrance to the library and in the study room) once you are finished using them. Do not try to put the books back on the original shelves.

LIBRARY BORROWING

- Undergraduate students may borrow a maximum of **TEN** books at any one time.
- Post Graduate students may borrow **TWENTY** books.
- As a consideration to other library users **no more than THREE books on any one subject may be taken out.**
- Borrowing time for books is **ONE MONTH.**
- Return books as soon as you have finished with them.
- Books may be renewed – log in under your account to do this.
- Key texts relating directly to subjects being studied during the trimester are placed on the "Closed Reserve" shelves. These books cannot be borrowed - they must be used in the library.

EXCLUDED FROM BORROWING

The following items **must not be removed** from the library without the special permission of a faculty member: **Reference books - Closed Reserve Books – Journals – Pamphlets**

ISSUING A BOOK

Before a book is removed from the library, you must issue the book under your name on the issuing computer in the library foyer. Scan the barcode on your student card or enter your student number then scan the book's barcode to issue the book. Before you leave make sure that all the books you wish to borrow have been checked out on your account.

RETURNING BOOKS

Returned books **must not** be reshelved, placed on the sorting shelves, or checked in by the borrower, they must be placed in the Return Box located on the immediate left inside the library foyer.

OVERDUE BOOKS

Fines are not charged for overdue books, but if an item is not returned or a borrower loses an item, it must be replaced, or the cost of replacement paid by the borrower.

LIBRARY GUIDELINES

To assist smooth running of the library and in consideration of others please adhere to the following guidelines for the operation of the library.

- Maintain a quiet atmosphere at all times.
- No food or drinks (other than water bottle) are to be taken into the library.
- If last to leave, please turn lights, heaters & fans off.
- Place items used in the library on the sorting shelves.
- Issue all items correctly on the computer before removing them from the library.
- Place all items being returned in the “Returns Box”.

EXTERNAL SUPPORT SERVICES

EMERGENCY SERVICES

EMERGENCY	000	For life threatening situations requiring police/ambulance/fire & rescue services
SES	13 25 00	State Emergency Services (SES)
POLICE ASSISTANCE	131 444	When police attendance is required
CRIME STOPPERS	1800 333 000	Report crimes anonymously
POLICE DIRECT	https://www.police.wa.gov.au/	Reports, applications, and payments

EMPLOYMENT RIGHTS & CONDITIONS – FAIR WORK OMBUDSMAN

You can access information on your employment rights and conditions in Australia, and how to resolve workplace issues through the Fair Work Ombudsman’s website at <https://www.fairwork.gov.au/>.

LEGAL SERVICES

If you need access to external bodies for legal advice on any matter, please consult PBC’s [Complaints, Appeals and Opportunities for Improvement Policy](#) and accompanying [procedure](#).

For other forms of legal advice, please contact the WA police at <https://www.police.wa.gov.au/> or Legal Aid Western Australia at <https://www.legalaid.wa.gov.au/>.

LOCAL MEDICAL SERVICES

Medical centres:		
St Luke Medical Centre	1/57 Burroughs Road, Karrinyup, WA	1.3km from campus
Stirling Lakes Medical Centre	1/734 Karrinyup Road, WA	6.2km from campus
Seacrest Medical Centre	28 Seacrest Drive, Sorrento, WA	7.2km from campus
Hospital Emergency Departments:		
Depending on the level of urgency, to avoid long waiting times, check in real time how busy ED’s are in comparison to one another: www.health.wa.gov.au/Reports-and-publications/Emergency-Department-activity/Data?report=ed_activity_now		
King Edward Memorial Hospital for Women	374 Bagot Road, Subiaco, WA	14.3km from campus
Royal Perth Hospital	197 Wellington Street, Perth, WA	15.1km from campus
Sir Charles Gairdner Hospital	Hospital Avenue, Nedlands, WA	17.3km from campus
Perth Children’s Hospital	15 Hospital Avenue, Nedlands, WA.	17.6km from campus
Joondalup Health Campus Emergency Department	Corner of Grand Boulevard & Shenton Avenue, Joondalup, WA.	22.5km from campus
Phone & Online services:		
Health and Wellness Services	www.blackswanhealth.com.au/	
Health Direct Australia	1800 022 222	

	www.healthdirect.org.au
Crisis Care Helpline	1800 199 008 9233 1111 www.entrypointperth.com.au/resources/24hr-emergency-contacts/
Lifeline	1800 199 008 9233 1111 www.entrypointperth.com.au/resources/24hr-emergency-contacts/
Sexual Assault Resource Centre	1800 199 008 9233 1111 www.entrypointperth.com.au/resources/24hr-emergency-contacts/

COMPLAINTS & APPEALS

Perth Bible College implements the following policies and procedures for all internal complaints and appeals:

- [Admissions Policy](#) and [procedure](#)
- [Complaints, Appeals and Opportunities for Improvement Policy](#) and [procedure](#).
- [Enrolment – Domestic Students Policy](#) and [procedure](#)
- [Enrolment – Overseas Students Policy](#) and [procedure](#)
- [Student Transfer Policy – Overseas Students](#) and [procedure](#)
- [Academic Freedom Policy](#)

For SCD award students, please refer to the following policies and procedures:

- [Admission Process](#)
- [Credit and RPL Policy](#)
- [Student Grievance Policy and Procedure](#)
- [Transfer Between Registered Providers Policy](#)
- [Refund and Withdrawal Policy](#)

COURSE OUTLINE AND GRADUATION REQUIREMENTS

DIPLOMA OF MINISTRY (1 Year full-time)

CRICOS Course Code: 061404G

Structure of the course of study: The course structure is based on three trimesters (each 11-12 week duration), with two to three units taken each trimester. It comprises:

- 4 Core units
- 4 Electives units (may include Study Ready Units and extra Core Units)

For provisional enrolment students must complete:

- 4 Core units
- 1 Study Ready unit
- 3 Elective Units

Content of the Course of Study		Credit Points
Core Units	OT505 Overview of the Old Testament (3 cpts)	3
	NT505 Overview of the New Testament (3 cpts)	3
	HE501 Interpreting the Bible (3 cpts)	3
	TH501 Introduction to Theology (3 cpts)	3
Elective Units	BL701 New Testament Greek A	3
	BL702 New Testament Greek B	3
	BL703 Biblical Hebrew A	3
	BL704 Biblical Hebrew B	3
	CE504 Study Ready (compulsory for Provisional Entry)	3
	CE505 Studying Theology in an Australian Context	3
	CH601 The Church Its History and Theology	3
	CM601 Theological Foundations for Creative Communication	3
	CM602 Creative Ministry as Worship	3
	CM603 God, Creation and the Creative Arts	3
	CM604 Creative Ministry as Witness	3
	CO601 Models for Pastoral Counselling	3
	CO602 Pastoral Counselling Context, Process and Practice	3
	CO603 Critical Issues in Pastoral Counselling	3
	CO604 Marriage and Family	3
	CP551 An introduction to Chaplaincy	3
	CP552 Models of Chaplaincy	3

	CP553 Chaplaincy in Context	3
	CP554 Personal and Professional Care of The Chaplain	3
	MI601 Foundational Mission Perspectives	3
	MI602 Cross-Cultural Training	3
	MI603 Christianity and World Religions	3
	MI604 The Local Church and Missions	3
	MI607 Ministry in a Cross-Cultural Context	3
	MI608 Leading in a Cross-Cultural Context	3
	MI718 Sects, Cults & New Religions and Christian Orthodoxy	3
	NT601 New Testament Studies A (Gospels or Acts)	3
	NT602 New Testament Studies B (Letters)	3
	OT601 Old Testament Studies A (Narratives)	3
	OT602 Old Testament Studies B (Prophets or Poets)	3
	PA601 Leading a Christian Ministry	3
	PA602 Pastoral Ministry	3
	PA603 Preaching	3
	PA606 Denominational Polity	3
	PM604 Christian Discipleship	3
	PM605 Christian Spiritual Formation	3
	PM606 Foundation for Christian Spirituality	3
	PM607 Biblical Spirituality	3
	PM608 Spiritualities within Christian History	3
	PM609 Ecclesiological Spirituality	3
	TH501 Introduction to Theology	3
	TH505 Theological Orientation for Ministry	3
	TH601 Christ and the Holy Spirit	3
	TH602 The Church Engaging with the World	3
	TH603 The Church, its Essence and Expression	3
	TH604 Theological Ethics	3
	TH608 The Trinity	3
	TH609 Evil and Suffering	3
	XX660 Exploration of the Biblical Lands	3

Pathways to further learning:	Entry into the Associate Degree of Ministry	
	Entry into the Bachelor of Ministry degree	

	Entry into the Bachelor of Theology degree	
<p>Rules of Progression: Graduates require a total of 24 credit points and a minimum of eight 500 level units.</p>		
<p>Other Protocols of the course: Students completing the four Chaplaincy units will receive a certificate of Contemporary Chaplaincy. For more information, see Contemporary Chaplaincy Program Information Pack.</p>		

DIPLOMA OF COUNSELLING (1 Year full-time)
CRICOS information: N/A

Structure of the course of study: The course structure is based on three trimesters (each 11-12 weeks duration), with two to three units taken each trimester. It comprises:

- 5 core units
- 3 elective units

Content of the Course of Study		Credit Points
Core Units	CO531 Intro to Counselling Theories (Spinal unit)	3
	CO532 Intro to Counselling Practicum (Spinal unit)	3
	CO534 Legal & Ethical Practice	3
	CO537 Counselling in Cultural Context	3
	CO538 Human Development	3
Elective Units	CE504 Study Ready	3
	CO533 Crisis and Case Management	3
	CO602 Pastoral Counselling Context, Process and Practice	3
	CO603 Critical Issues in Pastoral Counselling	3
	CO604 Marriage and Family	3
	CO633 Psychology for Counsellors	3
	CP605 Self-Care	3
	CP606 Counselling and Pastoral Care for the Ageing	3
	HE501 Interpreting the Bible	3
	MI505 Worldview and Witness	3
	NT505 Overview of the New Testament	3
	OT505 Overview of the Old Testament	3
	PA602 Pastoral Ministry	3
	PM604 Christian Discipleship	3
	PM605 Christian Spiritual Formation	3
TH501 Introduction to Theology	3	
TH505 Theological Orientation for Ministry	3	
Articulation arrangements	Articulation into the Bachelor of Counselling degree Up to 24 cpts (8 units)	

Rules of Progression: Graduates require a total of 24 credit points (cpts) to be completed.

Other Protocols of the course: One of the two elective units must be from the counselling discipline

	<ul style="list-style-type: none"> ○ CH601 or CH701 The Church Its History and Theology 3 ○ TH601 or TH701 Christ and the Holy Spirit 3 ○ TH602 or TH702 The Church Engaging with the World 3 ○ TH604 or TH704 The Church, its Essence and Expression 	
Ministry Electives (Specialisation)	<p>PASTORAL</p> <ul style="list-style-type: none"> ○ CO602 or CO702 Pastoral Counselling Context, Process and Practice 3 ○ PA601 or PA701 Leading Christian Ministry 3 ○ PA602 or PA702 Pastoral Ministry 3 ○ PA603 or PA703 Preaching 3 ○ PA706 Denominational Policy 3 <p>PASTORAL COUNSELLING</p> <ul style="list-style-type: none"> ○ CO601 or CO701 Models for Pastoral Counselling 3 ○ CO602 or CO702 Pastoral Counselling Context, Process and Practice 3 ○ CO603 or CO703 Critical Issues in Pastoral Counselling 3 ○ CO604 or CO704 Marriage and Family 3 <p>MISSIONS</p> <ul style="list-style-type: none"> ○ MI601 or MI701 Foundational Mission Perspectives 3 ○ MI602 or MI702 Cross Cultural Training 3 ○ MI603 or MI703 Christianity and world religions 3 ○ MI604 or MI704 Local Church and Missions 3 ○ MI607 or MI707 Ministry in a Cross Cultural Context 3 ○ MI608 or MI708 Leading in a Cross Cultural Context 3 ○ MI718 Sects, Cults & New Religions and Christian Orthodoxy 3 <p>CHAPLAINCY</p> <ul style="list-style-type: none"> ○ CP551 An introduction to Chaplaincy 3 ○ CP552 Models of Chaplaincy 3 ○ CP553 Chaplaincy in Context 3 	

	<ul style="list-style-type: none"> ○ CP554 Personal and Professional Care of The Chaplain 	
Electives	BL701 New Testament Greek A BL702 New Testament Greek B BL703 Biblical Hebrew A BL704 Biblical Hebrew B CE504 Study Ready (compulsory for Provisional Entry students) CE505 Studying Theology in an Australian Context TH604 or TH704 Theological Ethics TH608 or TH708 The Trinity TH609 or TH709 Evil and Suffering XX750 Independent Guided Study Students may also complete any Ministry Elective (specialisation) unit as an elective.	3 3 3 3 3 3 3 3 3 3
<p>Rules of Progression: Graduates require a total of 72 credit points, all eighteen core, four ministry elective, and two elective units must be completed. At least 24 cpts (8 units) must be completed on 700 level and no more than 24 cpts (8 units) can be completed on 500 level.</p>		
<p>Other Protocols of the course: To receive a BMin with a ministry major, at least four Ministry elective units must be completed within the specific ministry area with two or more on 700 level, and at least one of the two Ministry Practicum units be completed within the ministry area.</p> <p>Students completing the four Chaplaincy units will receive a certificate of Chaplaincy. For more information, see the Chaplaincy Specialisation Information Pack.</p>		
<p>Prerequisites for specific subjects:</p> <p>Ministry Practicum Units require the completion of PM504 Christian Discipleship and PM505 Christian Spiritual Formation, and the completion of 2 ministry specialisation units. Students are required to have achieved 42 credit points prior to Ministry Practicum admission.</p>		
<p>Work Integrated Learning</p> <p>The Bachelor of Ministry course includes two compulsory Ministry Practicum (MP) units where students are involved in ministry projects. Students are primarily responsible for finding their own placement and developing their own projects. Additionally, the College has partnerships in place for students to secure placement with industry partners. All placements are approved by the MP lecturer, who can also assist students to find appropriate placements.</p> <p>During the MPs, students are assessed at PBC via ministry project journals and project related assignments. As part of the units, PBC also provides one-on-one ministry coaching sessions with the student. For more information, please contact the College.</p>		

BACHELOR OF COUNSELLING (3 Years)
CRICOS Course Code: 114818K

Structure of the course of study: The course structure is based on 9 trimesters (each 12 weeks duration), with two to three units taken each trimester. It comprises:

- 6 Major Units (Counselling Spinal units)
- 3 x 4 Sub-Major units (Total of 12)
 - 4 Sub-Major in Counselling
 - 4 Sub-Major in Pastoral Theology
 - 4 Sub-Major in Christian Life & Ministry, Biblical studies, OR Theology
- 6 Counselling Elective units

PBC (PRV12165) is a member institution of Australian University College of Divinity (AUCD) (PRV12045) and offers the Bachelor of Counselling.

Content of the Course of Study		Credit Points
6 Major Units	C7140 Counselling Practicum I & C7102 Counselling Theory and Practice I	9
	C7240 Counselling Practicum II & C7202 Counselling Theory and Practice II	9
	C7241 Counselling Practicum III & C7204 Counselling Theory and Practice III	9
4 x Sub-major Units Counselling	C7106 Introduction to Psychology	9
	C7203 Human Development	9
	C7245 Working with Trauma and Grief	9
	C7228 Psychopathology	9
4 x Sub-major Units Pastoral Theology	P7104 Introduction to Theological Study	9
	P7260 Personal Growth for Ministry (Spiritual Formation)	9
	P7221 Transforming Conflict	9
	P7105 Introduction to Ethical Ministry Practice	9
4 x Sub-major Units Biblical	B7150 Introduction to the New Testament	9
	B7203 Biblical Hermeneutics	9
	B7110 Introduction to the Old Testament	9
	B7204 Trauma and Growth in Biblical Perspective	9

6 x Electives	A7100 Critical Thinking and Writing in Theological Studies	9
	C7191 Introduction to Cognitive Behavioural Therapy and Dialectical Behaviour Therapy	9
	C7250 Child and Adolescent Counselling	9
	C7208 Addiction Counselling	9
	C7292 Issues in... [Counselling in Cultural Context]*	9
	C7256 Family Counselling	9
	C7254 Relationship Counselling	9
Online Independent Studies	X7191 Introduction to [Topic]	9
	X7192 Studies in... [Topic]	9
	X7291 Issues in... [Topic]	9
	X7295 Minor Independent Guided Study (9 cp)	9
	X7298 Minor Research Project (9 cp)	9
	X7296 Major Independent Guided Study (18 cp)	18
	X7299 Major Research Project (18 cp)	18
	Total 24 Units	

Rules of Progression: Graduates require a total of 216 credit points.

For cross-crediting of PBC subjects please see the Counselling Program Coordinator.

GRADUATE DIPLOMA OF MINISTRY (1 Year)
CRICOS Course Code: 061405G

Title of Course	Graduate Diploma of Christian Ministry	
Structure of the course of study: The course structure is based on three trimesters (each 12 weeks duration), with two to three units taken each trimester. It comprises: <ul style="list-style-type: none"> • 4 core units • 4 elective units 		
Content of the Course of Study		Credit Points
Core Units	OT805 Overview of the Old Testament	3
	NT805 Overview of the New Testament	3
	HE801 Interpreting the Bible	3
	TH801 Introduction to Theology	3
Electives* (Any units in 800 and 900 levels from the list)	BL801 New Testament Greek A	3
	BL802 New Testament Greek B	3
	BL803 Biblical Hebrew A	3
	BL804 Biblical Hebrew B	3
	CH801 The Church, Its History and Theology	3
	CO801 Models for Pastoral Counselling	3
	MI801 Foundational Mission Perspectives	3
	MI805 Worldview and Witness	3
	MI807 Ministry in a Cross-Cultural Context	3
	PA802 Pastoral Ministry	3
	PM804 Christian Discipleship	3
	PM805 Christian Spiritual Formation	3
	PM806 Foundation for Christian Spirituality	3
	TH805 Theological Orientation for Ministry	3
	XX84X Introduction to ...	3
	CO902 Pastoral Counselling Context, Process and Practice	3
CO903 Critical Issues in Pastoral Counselling	3	
CO904 Marriage and Family	3	

	CP851 A Theological Introduction to Chaplaincy	3
	CP852 Models of Chaplaincy	3
	CP853 Chaplaincy in Context	3
	CP854 Personal and Professional Care of The Chaplain	3
	CP906 Counselling and Pastoral Care for the Ageing	3
	MI902 Cross Cultural Training	3
	MI903 Christianity and World Religions	3
	MI905 The Local Church and Missions	3
	MI908 Leading in a Cross-Cultural Context	3
	MI909 Community Development from a Christian Perspective	3
	MI910 Theology of Christian Mission	3
	MI911 History of Christian Missions	3
	MI912 Cross Cultural Mission	3
	MI913 Leadership in Christian Missions	3
	MI914 Contemporary Issues in Missions	3
	MI915 Contextualization in Missions	3
	MI916 Paradigm Shifts and Change in Missions	3
	NT901 New Testament Studies A (Gospels or Acts)	3
	NT902 New Testament Studies B (Letters)	3
	NT905 New Testament Theology	3
	OT901 Old Testament Studies A (Narratives)	3
	OT902 Old Testament Studies B (Prophets or Poets)	3
	OT905 Old Testament Theology	3
	PA901 Leading Christian Ministry	3
	PA903 Preaching	3
	PA906 Denominational Polity	3
	PM907 Biblical Spirituality	3
	PM908 Spiritualities within Christian History	3
	PM909 Ecclesiological Spirituality	3
	PT901 The Focus of Practical Theology	3
	TH901 Christ and the Holy Spirit	3
	TH902 The Church Engaging with the World	3
	TH903 The Church its Essence and Expression	3

	TH904 Ethics	3
	TH906 Readings in Selected Theologians	3
	TH908 The Triune God	3
	XX97X Issues in ...	3
	XX98X Studies in ...	3
	XX955 Exploration of the Biblical Lands	3

Rules of Progression: Students are required to complete four core units and four ministry elective units in the 800 and 900 levels.

Other Protocols of the course:

Students completing the four Contemporary Chaplaincy units will receive a certificate of Contemporary Chaplaincy. For more information, see Contemporary Chaplaincy Program Information Pack.

*Note: further elective options will be added with the introduction of the MDiv award.

MASTER OF COUNSELLING (1.5 - 2 Years)
CRICOS Course Code: 114821D

Structure of the course of study: The course structure is based on 9 trimesters (each 12 weeks duration), with two to three units taken each trimester.

PBC (PRV12165) is a member institution of Australian University College of Divinity (AUCD) (PRV12045) and offers the Master of Counselling.

Content of the Course of Study
Credit Points
Students with Non-Counselling Undergraduate Entrance (12 Core Units)

Spinal Units (run over the whole year starting in Trimester One of each year):

C8100 Introduction to Counselling Skills

9

C9229 Ethical Professional Issues in Pastoral Counselling &

C9242 Advanced Counselling Practicum*

9 + 9

Single Study Period Units

C8105 Counselling Theories and Practice

9

C8106 Fundamentals of Psychology*

9

C8101 Human Development and Counselling*

9

C8145 Pastoral Counselling: Grief, Loss and Trauma

9

C9225 Counselling for Mental Health and Wellness

9

C8154 Relationship Counselling

9

C8143 Addiction Counselling

9

C9223 Cognitive Behavioural Therapy and Dialectical Behaviour Therapy

9

C9222 Solution-Focused Brief Therapy and Positive Psychology

9

Students with Vocational Graduate Diploma Entrance (5 Core + 1 Elective Unit)

Spinal Units (run over the whole year starting in Trimester One of each year):

C9229 Ethical Professional Issues in Pastoral Counselling &

C9242 Advanced Counselling Practicum*

9 + 9

C9223 Cognitive Behavioural Therapy and Dialectical Behaviour Therapy

9

	C8101 Human Development and Counselling* C9260 Narrative Therapy, Trauma and Growth OR C9222 Solution-Focused Brief Therapy and Positive Psychology 1 x Elective from Level 9 units OR Research Stream (3 Units)(Available for Bachelor and Graduate Diploma of Counselling entrance only): X8190 Research Methodology (9cp = one unit) X9298 Research Essay (18cp = two units)	9 9 9 9 9 9 18
Students with B.Coun Entrance (6 Core + 6 Elective Units)		
6 Core units	Spinal Units (run over the whole year starting in Trimester One of each year): C9229 Ethical Professional Issues in Pastoral Counselling & C9242 Advanced Counselling Practicum* C9223 Cognitive Behavioural Therapy and Dialectical Behaviour Therapy C8101 Human Development and Counselling* C8145 Pastoral Counselling: Grief, Loss and Trauma C9222 Solution-Focused Brief Therapy and Positive Psychology	9 + 9 9 9 9 9
6 Elective Units	C8102 Pastoral Counselling in Ministry C9260 Narrative Therapy, Trauma and Growth C8150 Child and Adolescent Counselling T8147 Suffering and Hope: Theological Reflections (Online) C9225 Counselling for Mental Health and Wellness C9243 Pastoral Counselling: Addiction C8136 Pastoral Counselling: Marriage and Family (Online) C8154 Relationship Counselling C8156 Family Counselling B9209 Trauma Hermeneutics	9 9 9 9 9 9 9 9 9

Single Unit Research	
X9291 Issues in... [Topic of your choice]	9
X9292 Seminar in... [Topic of your choice]	9
Research Stream (3 or 5 Units)(Available for Bachelor and Graduate Diploma of Counselling entrance only):	9
X8190 Research Methodology (9cp = one unit)	18
X9298 Research Essay (18cp = two units)	36
X9299 Research Essay (36cp = four units)	

MASTERS DEGREES

Perth Bible College offers the Master of Arts, Master of Divinity and Master of Theology awards as a member institution of Australian University College of Divinity (AUCD).

MASTER OF ARTS (MA) 1.5 YEARS

CRICOS Course Code: 063708J

The Master of Arts (MA) is an AQF Level 9 Masters Degree (Coursework) award. The course is designed for those who hold a tertiary qualification in a theological discipline who wish to pursue a further qualification in theology as part of their continuing education for ministry. The award provides a study of theological and related disciplines through a structure of specialisations.

MASTER OF DIVINITY (MDIV) 3 YEARS

CRICOS Course Code: 063710D

This qualification is designed for those who already have a Bachelor Degree in a discipline other than theology. The normal period of study is the equivalent of 3.0 years full time, i.e., 9 trimesters, 24 units, 216 credit points (SCD units = 9 credit points each).

MASTER OF THEOLOGY (MTH) 1.5 YEARS

CRICOS Course Code: 063709G

This qualification is designed for those who already have a Bachelor Degree in Theology or related disciplines who wish to pursue a research pathway in their further studies. This qualification allows the student to build specialisations in the areas of Bible, Ministry, or Theology, and contains a major essay or research project which can provide a pathway to future doctoral studies. The normal period of study is the equivalent of 1.5 years full time, i.e., 4-5 trimesters, 12 units, 108 credit points (SCD units = 9 credit points each).

Masters units are offered at PBC on a rotating basis. For the current listing of units available please consult the [Enrollment and Timetables](#) page at the Student Portal of the PBC website.

FLEXIBLE LEARNING

Our flexible learning option is directed at those who would like to study, but due to various circumstances, may not be able to attend classes internally (e.g., distance from college; the ongoing need to work; raising children; etc.). At present, a student may complete an entire diploma or graduate diploma at distance, with other subjects also available at Advanced Diploma and Degree level.

Currently, PBC offers all classes via Zoom, enabling students to engage in class discussions and ask lecturers questions without needing to be physically in the classroom. Alternatively, lectures are recorded with the recordings available via the unit page on PBC Online (Moodle).

REQUIREMENTS

The academic requirements to enter our external studies option are currently the same as those for students enrolling internally. The normal application process applies to external students, with the same fees and policies also applying.

Being external to the main campus, however, does come with unique challenges. You will require a reasonable internet connection in order to download or stream class lectures, as well as other online resources. Lecturers will also provide readers of selected works to assist in your assignment research.

As a PBC student you will, naturally, have access to our online database where you can find relevant books and journal articles. However, physical access to our library may be limited by your distance from us, and so we highly recommend buying any required textbooks.

GREECE – Mission Experience

Every two years we take a team to Greece to give students an opportunity to experience a new country and culture and be involved in a range of cross-cultural ministry opportunities. Coordinated by Dr Anton Beukes, students work to provide assistance to refugees and gain a greater understanding of the New Testament via exposure to historical sites.

All students are invited to participate in this mission trip which takes place every other year during trimester two. The students are required to choose 2 units, which will be covered by FEE-HELP if the student is eligible to access Fee-Help. Apart from the unit fee(S), the cost of flights and other expenses such as accommodation, meals, transportation and miscellaneous spending is **not** included and cannot be placed on FEE-HELP.

ACADEMIC INTEGRITY

We are committed to upholding the highest standards of academic integrity, ensuring that all students engage in honest, ethical, and responsible scholarship. Academic integrity is foundational to personal growth, ministry preparation, and the credibility of your studies.

WHAT IS ACADEMIC INTEGRITY?

Academic integrity means demonstrating honesty and responsibility in your studies by submitting original work that reflects your own learning and understanding, properly acknowledging the ideas, words, and research of others through correct referencing, completing assessments independently unless collaboration is explicitly permitted, and avoiding dishonest practices such as plagiarism, cheating, and falsification of information.

BREACHES OF ACADEMIC INTEGRITY

Violations of academic integrity include, but are not limited to:

- Plagiarism – Using someone else’s work, ideas, or words without proper citation.
- Collusion – Working with others on an individual assessment without permission.
- Cheating – Using unauthorised materials or assistance in exams or assessments.
- Fabrication – Making up or falsifying data, references, or information.
- Self-Plagiarism – Submitting previously submitted work without approval.

CONSEQUENCES OF ACADEMIC MISCONDUCT

Breaching academic integrity is taken seriously and may result in a request to resubmit the work with corrections, reduced or failing grade for the assessment, disciplinary action, including suspension or expulsion in severe cases.

HOW TO MAINTAIN ACADEMIC INTEGRITY

To ensure your work upholds PBC’s academic integrity standards check the following

- Reference correctly – Use the required citation style and acknowledge all sources.
- Manage your time effectively – Avoid last-minute work that can lead to poor decisions.
- Seek support – If unsure about referencing or academic requirements, speak to your lecturer or access study support services.
- Use plagiarism detection tools – Check your work before submission if tools are available.

Maintaining academic integrity is essential for your growth as a student and future leader. By honouring these principles, you contribute to a learning community built on trust, respect, and excellence.

FINANCIAL INFORMATION

AUSTUDY

Under the Commonwealth Government guidelines, Austudy is available for full-time theological students who are working towards accredited awards. Full-time is defined by the Government to involve at least 75% of the maximum study load.

Enquiries about eligibility for Austudy and making application should be directed to the closest Centrelink Office. Please note that:

1. It is the student's responsibility to keep Centrelink informed of any program changes or changes of address during each year (if the loading falls below full-time, then Centrelink may require repayment of Austudy received).
2. The PBC is required to complete regular reports for Centrelink on student progress and full-time/part-time status.
3. Centrelink requires a full-time load for each trimester, i.e. at least 18 credit points.

DISCOUNTS

The spouse of a full-time student receives a 50% discount on their course fees if studying for credit. The spouse of a full-time student can audit 2 subjects free and then will pay in full for extra audit units. Staff and their families receive a 50% discount off their fees.

FEES AND CHARGES 2025

Effective From: 1/1/2025

Fees include library usage, three lunches each week, but do not include textbooks etc. Fees can be paid in full at the beginning of each trimester, deferred in full, or in part, via FEE-HELP. Miscellaneous Fees and Textbooks must be paid for up front.

If tuition fees are unpaid or overdue it may result in fines, where applicable not being able to enrol in further units not having access to exam results and transcripts cancellation of enrolment not being able to graduate.

PBC Refund and Withdrawal Policy has been developed in accordance with Section 28 of the ESOS Act 2000 (as amended in 2007). The policy outlines the refund conditions and payments payable when either the student or PBC defaults. The Refund and Withdrawal Policy can be downloaded from the Policies and Procedures section of our website – www.pbc.wa.edu.au

HIGHER EDUCATION COURSES		
	PER UNIT	PER YEAR
Diploma	\$2,560	\$20,480
Bachelor	\$2,560	\$20,480
Undergraduate spinal units	\$2,960	
Graduate Diploma	\$2,930	\$23,440
Masters	\$2,930	\$23,440
Postgraduate spinal units	\$3,430	
OTHER FEES		
Overseas student enrolment fee	\$300 each trimester	
Student Amenities		
<ul style="list-style-type: none"> • Full time • Part time 	\$50 each trimester \$30 each trimester	

Transcript Fees	
<ul style="list-style-type: none"> • Pre-2005 • Post-2005 • Parchment 	\$60 \$30 \$60
Audit*	\$150 plus \$150 for certification
Seminar	\$50 per session plus \$50 certification
Open lecture	Free plus \$50 certification
Micro-learning	Free plus \$50 certification

*Audit refers to enrolling in a unit without receiving academic credit or being formally graded. Students who participate in the class, attend lectures, and may engage in discussions or other activities, but they do not complete assessments or exams required for credit.

For more information see below, individual course/ unit outlines, or ask at reception.

FEE-HELP

FEE-HELP is an Australian Government loan scheme which assists eligible students to pay their college tuition fees. Students can decide whether to use FEE-HELP to cover all or part of their tuition fees. If a student chooses to access FEE-HELP, the Australian Government pays all or part of the student's tuition fee to the college on behalf of the student. Students begin to repay their FEE-HELP debt to the Australian Government once their income reaches a prescribed threshold.

Should you wish to access FEE-Help please ask at reception for a copy of the FEE-Help information for 2025 for full details.

The process of applying for FEE-HELP requires you to check your eligibility to get a FEE-HELP loan. If eligible, you will need a Tax File Number (TFN) and a Request for FEE-HELP assistance form, which is an online form. Your form must be filled and submitted before the Census Date. You can borrow up to the FEE-HELP limit to pay your tuition fees. If you get a FEE-HELP loan to pay for your undergraduate course, you may have to pay a loan fee. The loan fee does not count towards your HELP limit.

Please visit www.studyassist.gov.au for the most current information on:

- Income threshold level for compulsory repayment
- Lifetime loan limit
- Loan fee applicable to your course

PAYMENT METHODS

#Bank transfer- using the following details

BSB: 306-073

Account Name: Perth Bible College

Account Number: 4182356

Please ensure you add your name and student number (if you have one) to the transaction description.

#EFPOS - In personal at reception using credit/ debit card

REFUNDS

Students withdrawing prior to census date (end of week four) will receive

Students who notify their withdrawal from a subject after census date will receive no refund. Please refer to the relevant refund policies and procedures.

STATEMENT OF COURSE ASSURANCE

Under the provisions of the Higher Education Support Act 2003 (HESA) and the associated Higher Education Standards Framework 2021, Perth Bible College, hereafter called PBC, (the First Provider) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect a student in the event that PBC ceases to provide a course of study in which a student is enrolled. The meaning of 'ceasing to provide a course of study' is set out in the HEP Guidelines (http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm).

Tuition assurance for international students and domestic students is provided through the Australian Government's Tuition Protection Service (TPS). PBC is a financial member of this service.

Options for Tuition and Course Assurance

In the event that PBC ceases to provide a course of study in which a student is enrolled, the student is entitled to a choice of:

- a) an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the Course Assurance Option); OR
- b) a refund of his or her up-front payments or re-credit/remission of a HELP loan for any unit of study that the student commences but does not complete because PBC ceases to provide the course of study of which the unit forms part (this is known as the Student Contribution/Tuition Fee Repayment Option).

For more information please see our [Statement of Tuition Assurance](#)

UP-FRONT TUITION PROTECTION

Up-front payments tuition protection provides protection and assistance to support domestic up-front paying students if their education provider defaults. A provider defaults in relation to a unit or course if it:

- fails to commence a unit or course
- ceases to deliver a unit or course after the unit or course has started and before it has ended, or closes completely

In the case of a provider defaulting in relation to a unit or course, affected students will be assisted to either:

- complete their studies in an equivalent or similar unit and/or course with the same or another provider, or
- receive a refund for the up-front tuition fee payments paid towards their unit that they were undertaking when their provider defaulted.

If the defaulting provider is unable to assist affected students, the Tuition Protection Service (TPS) will step in to assist students. The personal information that PBC may collect and disclose about you to the department in relation to up-front payment tuition protection includes your:

- name, date of birth, contact details and identifiers (e.g. Unique Student Identifier),
- study arrangements and details including enrolments and course progress, and

- payment arrangements, including tuition fees paid or payable, scholarships and payments by third parties.

For more information about what personal information PBC collects and discloses to the department in relation to up-front payments tuition protection can be found in sections 11 and 12 of the Tuition Protection (Up-front Payments Guidelines) 2020, available on the Federal Register of Legislation at www.legislation.gov.au/Series/F2020L01635.

If you do not provide some or all of the personal information requested, in the case that the PBC defaults in relation to a unit or course you are enrolled in, you may not be able to be assisted through the:

- provision of a suitable replacement unit or course or
- provision of a refund of any up-front tuition fee payments you made in relation to your units.

PBC is required under the TEQSA Act to disclose the personal information we collect about you to the Department of Education, Skills and Employment (the department) for the purposes of administering tuition protection. A registered higher education provider may also disclose personal information to the Tertiary Education Quality and Standards Agency for the purposes of performing functions under the TEQSA Act. The department may disclose your information to the Higher Education Tuition Protection Director in the event PBC defaults or is viewed by the department to be at risk of defaulting. This is in order for the TPS to assist affected students under the TEQSA Act. For more information about how the Department of Education, Skills and Employment will handle your personal information, please refer to the department's Privacy Policy at www.dese.gov.au/privacy

WORK CONTRACTS

Work contracts enable students to access \$849.75 of credit towards fees per trimester (11 weeks) in exchange for performing certain maintenance duties on campus grounds. This includes cleaning the facilities and low-skilled gardening/grounds maintenance work. There are a limited number of places available. For more information, please contact reception.

IMPORTANT DOCUMENTS

POLICIES AND PROCEDURES

Available for download from

<https://www.pbc.wa.edu.au/student-portal/policies-and-procedures/>

[Student Code of Conduct](#)
[Complaints, Appeals and Opportunities for Improvement Policy](#)
[Complaints, Appeals and Opportunities for Improvement Procedure](#)

STUDENT SUPPORT POLICIES

[PBC Mental Health Strategy and Implementation Plan 2022-2024](#)
[Student Support Policy](#)
[Student Support Procedure](#)
[Critical Incident Management Policy](#)
[Critical Incident Management Procedure](#)
[Sexual Assault and Sexual Harassment Policy](#)
[Sexual Assault and Sexual Harassment Procedure](#)
[First Nations People Education Policy](#)
[Diversity and Equity Policy](#)

ADMINISTRATIVE POLICIES

[Governance Policy](#)
[Enrolment – Domestic Students Policy](#)
[Enrolment – Domestic Students Procedure](#)
[Delegation of Authority Policy](#)
[Information Management Policy](#)
[Information Management Procedure](#)

FEE-HELP

[Tuition Assurance Statement](#)
[Fee Help Information](#)

FINANCIAL & FRAUD POLICIES

[Student Fees Policy](#)

[Student Fees Procedure](#)
[Student Refund Policy](#)
[Student Refund Procedure](#)
[Financial Management Policy](#)
[Financial Management Procedure](#)
[Fundraising Terms and Conditions](#)
[Fraud and Mismanagement Policy](#)
[Fraud and Mismanagement Procedure](#)

ACADEMIC POLICIES

[Admissions Policy](#)
[Admissions Procedure](#)
[Student Assessment Policy](#)
[Student Assessment Procedure](#)
[Academic Misconduct Policy](#)
[Academic Misconduct Procedure](#)
[Credit and Recognition of Prior Learning Policy](#)
[Credit and Recognition of Prior Learning Procedure](#)
[Student Course Progress Policy](#)
[Student Course Progress Procedure](#)
[Academic and Research Integrity Policy](#)
[Course Articulation Policy](#)
[Course Articulation Procedure](#)
[Academic Freedom Policy](#)

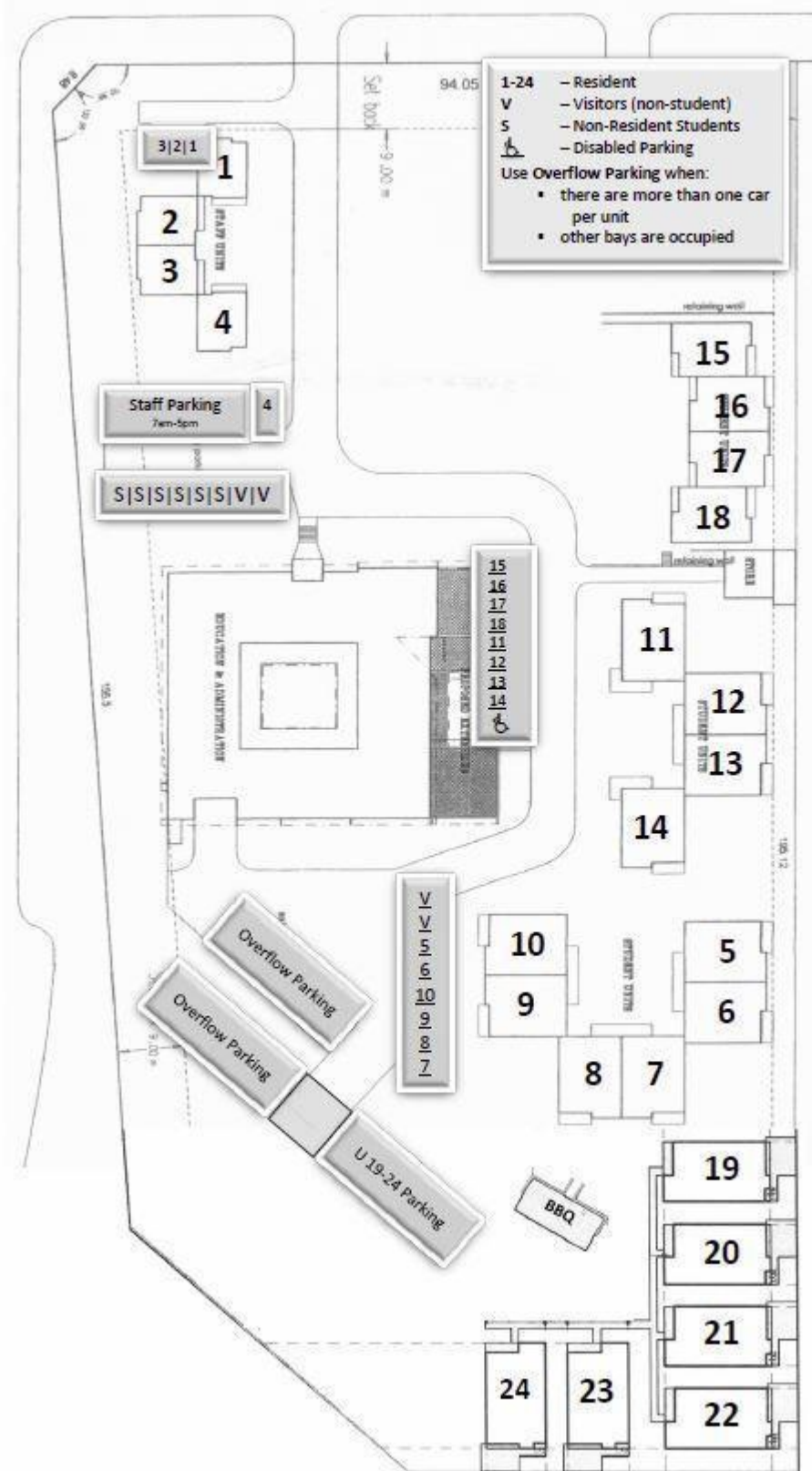
OVERSEAS STUDENTS POLICIES

[ESOS Compliance Policy](#)
[Student Transfer – Overseas Students Policy](#)
[Student Transfer – Overseas Students Procedure](#)
[Enrolment – Overseas Students Policy](#)
[Enrolment – Overseas Students Procedure](#)

AUCD POLICIES AND PROCEDURES for Domestic and Overseas Students

AUCD policies and procedures [can be viewed here](#), and are also linked on the PBC website under policies and procedures.

COLLEGE SITE PLAN



PLAN OF COLLEGE ADMINISTRATION BUILDING

