

PROSPECTUS AND ADMISSION APPLICATION
DOCUMENTATION

RESTORATION MINISTRY TRAINING PROGRAMS

Certificate, Diploma, Bachelors, Honours, Masters, Doctorate, and PhD

RESTORATION MINISTRY TRAINING PROGRAM

PROSPECTUS

Restoration Ministry: CRM/001 Certificate (First Year)

Diploma Restoration Ministry: DRM/002 Diploma (Second Year)

Bachelors in Restoration Ministry: B.RMin/003 Bachelors Degree (Third Year)

Utilizing advanced e-learning technology / Virtual Classroom for Distance Learners and Training Academy Classes

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INTRODUCTION

EMET Academy of Learning serves the whole Kingdom of YHVH, Jew and non-Jew, by providing education for those seeking an in-depth understanding of the Word of YHVH, His Power, Presence Anointing, and the practical application thereof. As a ministry institution, we seek to advance a Believe System that is spiritually vibrant, and sensitive to the demands imposed by both the past and the future. At the same time, we are committed to serving our learners with love and excellence through truth, our motto.

EMET is the Hebrew word for truth as well as trustworthiness. This is the foundation of EMET Academy of Learning as we are an institution of *Sola Scriptura* meaning that we recognize one source as being the Word of YHVH and that is the scriptures (bible) as we know it from Genesis to Revelation. EMET is a dream that was born from a love of teaching the Word of YHVH and mentoring those hungry to study the word of YHVH which is now birthed.

Moreover, EMET includes skills- and life-skills development in their Curriculum. Therefore, an EMET learner is also prepared for employment in the secular world as this is where many learners operate on a daily basis as their part of the great commission (*Mat 28*). Those who would like to enhance their knowledge of the scriptures in order to make a difference in their current workplace according to *1Cor 7:20-24* "So don't try to change what you were when YHVH chose you. Are you a slave? Don't let that bother you. But if you can win your freedom, you should. When the Lord chooses slaves, they become his free people. And when he chooses free people, they become slaves of Yeshua. YHVH paid a great price for you. So don't become slaves of anyone."

There may come a time of calling into a different field. Ruach Ha'kodesh (Holy Spirit), alone, will call you, set you apart and prepare you for service, once you say "yes" to Him. Thus, first the "calling" then the separation, then the preparation and then the sending: all in His good time! During this time of separation He equips the learner as the Word says:

2 Cor 3:5 "not that we are competent of ourselves to think anything as of ourselves, but our competency is of YHVH;"

and **Phil 2:13** "for it is YHVH who works in you both the willing and the working according to his good pleasure"

1 Cor 3:10 "According to the grace of YHVH which has been given to me, as a wise architect, I have laid the foundation, but another builds upon it. But let each see how he builds upon it."

When the prospective learner studies these scriptures, it becomes clear, YHVH calls, gives the vision and then equips through the Teaching Ministry, of which it is the role of EMET - to lay the foundation, and another will build on it.

1. VISION, MISSION AND OBJECTIVES

Our aim at EMET is to develop and impart knowledge of the Word of YHVH, enabling a believer to communicate and defend it, and to prepare his/her heart for the continual study of it. We intend to provide men and women with the skills to be effective witnesses, leaders, and stewards of the Good News of Yeshua (Jesus), firstly, to all believers around the world – and then to the lost souls we meet daily.

1.1 VISION

To make disciples who have a solid foundation in the Hebraic background of the 1st Century Church, in order to have an effective Academy of Learning with signs, wonders and miracles. To promote an intimate relationship with the only living Elohim (God) of Yisrael (Israel) and to promote an understanding of holiness and obedience in their relationship with Him.

1.2 MISSION

Our mission is to train Learners to serve the Lord in some area of ministry, as well as prepare them for work in the market place. If you are simply seeking additional education to increase your ministry potential, our school will be an excellent choice

1.3 OBJECTIVES

- To promote personal, spiritual growth and become an effective Ambassador of Yeshua (Jesus).
- Consistently observing the truths of the complete Word of YHVH (God).
- To develop the believer's relationship to Israel.
- To provide affordable and practical education that is sensitive to the personal needs, aptitudes, individual potential and value system of every Learner; to develop the whole person for a culture of life-time of learning.

2. ACCREDITATION: What is Accreditation?

Accreditation in any school is a voluntary, cooperative process by which the schools willingly agree to, and participate in, a set of established standards in order to promote quality Education. In particular, these standards are for the purpose of promoting the Spiritual as well as the Academic quality of Education. Thus goals are set by the Accrediting Association(s) and agreed upon by those who are accredited by such an Association(s).

With this, your degree is more likely to be recognized and respected by other colleges and employers.

Emet Academy of Learning is accredited with the World-Wide accreditation commission of Christian Education Institutions in the USA.

(Please see next page for Certificate of Accreditation)



2.1 WHAT IS THE PURPOSE OF MENTORING?

The purpose of being a mentoring institution is to let you as a Learner or prospective learner know that EMET is committed to a standard of excellence. We believe you will find that EMET will reflect competence and integrity. We understand that you as a learner or as a prospective learner of EMET would like to know that the school you attend is geared towards constant improvement and Academic Excellence.

This ministry that YHVH has entrusted us with is taken very seriously in partaking of the great commission. It is our goal to help people receive the ministry recognition they need to fulfil their dreams of serving YHVH.

2.2 CHURCHES AND DENOMINATIONS

Most Churches are very aware of EMET's programs, which are spread across cultural and denominational borders, and due to the quality of the learner's training, are welcomed with open arms into their ministries.

2.3 GLOBAL AVAILABILITY

The fact is that this program is specially designed for distance learning as well, it allows the learners, through Emet's Virtual Classroom design, to study at leisure countrywide or even worldwide. This enables the learners to remain in their daily work while studying part-time. The ideal would be that ALL Learners run with the pace of the program, as there is only one (1) Graduation Celebration ceremony per annum.

2.4 CURRICULUM: RESTORATION MINISTRY TRAINING PROGRAM

EMET has based all its training on Eph 4:11-12 which states the purpose of this program, which is to "equip believers for the work of ministry". This Teaching-the-Teachers principle is found in the Books of Exodus; Leviticus and Deuteronomy, where YHVH instructed Moses to teach the elders, who are to teach those under them within their tribes, making it an Eternal Statute that we are to teach His Word, from generation to generation - that is obedience to Him! And by hearing the Word and doing the Word, the believers are equipped for service in the Kingdom of YHVH, and thereby fulfilling their calling to the earth. This one-on-one training principle in a group situation is named "social constructivist" learning. This most up-to date learning method is referred to in Exo 12:26. Believers are trained to minister and take leadership in their Community. The five-fold ministry should facilitate and direct such learning of which "teaching" is the pivotal point. In the various programs, we train potential leaders through mentoring them in the knowledge and within of the framework of the five-fold ministry, which includes the skill of **training** others: "And what things you heard from me through many witnesses, commit these things to faithful men, such as will be competent also to teach others." 2 Tim 2:2.

2.5 CERTIFICATE: FIRST YEAR: RESTORATION MINISTRY CRM/001

2.5.1 Module 1: Introduction to the World of Academia

- The Basic Principles of Research Methodology Training the Learner on the basic principles of doing research in the Word of YHVH and other material for assignments. This will lay the foundation for future studies at any tertiary institute – as this training is in line with the standards as prescribed by global universities.
- Copying and Plagiarism whilst writing assignments.
- The importance of studying the Word of YHVH as the primary Act of Worship.
- Servanthood

Prescribed Material:

- EMET Study Material
- Assignments: Insight and research in your Bible

2.5.2 Module 2: Discovering your true identity as believer

- Background of where the church went wrong?
- Where do we fit into YHVH's larger plan?
- Restoring of the bride of Yeshua
- · The true body of Messiah

Prescribed Material

- EMET Study Material
- Assignments: Insight and research in Bible

2.5.3 Module 3: Feasts of YHVH

- Why did YHVH use feasts? What is the deeper meaning?
- What is my responsibility in honouring the feasts of YHVH as a believer?
- Shabbat: YHVH's instructions to honour Shabbat

Prescribed Material

- EMET Study Material
- · Assignments: Insight and research in Bible

2.5.4 Module 4: The Bride of Yeshua

- Why a wedding?
- Typologies of Yeshua herein?
- Prophesy and the supper of the Lamb
- How do I interpret prophecies in the bible?

Prescribed Material

- EMET Study Material
- Assignments: Insight and research in Bible

2.6 DIPLOMA: SECOND YEAR: RESTORATION MINISTRY PROGRAM DRM/002

2.6.1 Module 1: Yeshua in the tabernacle

- Yeshua in the tabernacle
- YHVH's plan of salvation the roadmap in the tabernacle
- Patterns in the word of YHVH

Prescribed Material

- EMET Study Material
- Assignments: Insight and research in Bible

2.6.2 Module 2: Restoring the true meaning of biblical symbols

- Why would YHVH use these symbols? True meaning and purpose?
- The Tallit
- The Mezuza
- The David Star

- Teffilin
- The Shofar
- Tzitzit
- The Cross
- The Menorah
- What is my requirement as believer towards these symbols used by YHVH?

Prescribed Material

- EMET Study Material
- Assignments: Insight and research in Bible

2.6.3 Module 3: Introduction to Spiritual Authority

Prescribed Material

- EMET Study Material
- Assignments: Insight and research

2.7 BACHELORS: THIRD YEAR: RESTORATION MINISTRY PROGRAM B.RMin/003

2.7.1 Module 1: Spiritual Authority

- Understanding the Spirit Realm
- Understanding true spiritual authority
- Who is Holy Spirit
- Understanding the Trinity

2.7.2 Module 2: Restoring truth in Bible doctrines

- Gifts of Holy Spirit and demonstrating of gifts
- Understanding the operation of the Gifts in the Spirit realm
- Impartation of gifts what do scriptures teach?
- Manifestations and discernment
- Understanding and restoring spiritual authority in Yeshua

3. RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways.

- 3.1 RPL is a process that allows candidates an opportunity to demonstrate their knowledge and skills. Candidates undergo a series of assessments specifically designed to assist them to display their competence. At the end of the assessment process, each candidate is issued with credits for the learning that they have been able to display. Through RPL, a candidate could earn credit for a few unit standards or a full qualification.
- 3.2 When a learner presents any qualification to a University or College (locally or abroad) for evaluation, four factors are usually considered:
 - What was the Learner's school qualification (e.g. Matric/Grade 12)
 - What were the content and purpose of the program (character and field)
 - Is the institution accredited to align to internationally accepted standards
 - Can the University determine the content of the curriculum for RPL purposes?

4. e-Learning

Definition: Distance Learning, also called e-Learning, is a formalized teaching and learning system specifically designed to be carried out remotely by using electronic communication. Because distance learning is not constrained by geographic considerations, it offers opportunities in situations where traditional education has difficulty operating. Learners with scheduling or distance problems can benefit, as can employees, because distance education can be more flexible in terms of time and can be delivered virtually anywhere. Distance learning is therefore a formalised teaching system specifically designed to be carried out remotely.

At EMET we make use of Modern Distance e-Learning technology, utilising our **Virtual Classroom** as the main method of distance learning. Distance Learning Learners will be able to communicate via e-mail.

4.1 ADVANTAGES

Distance e-learning features a number of advantages. Perhaps the most relevant benefit involves the study opportunity from your home (country) -- and consequently, avoiding the inconvenience of applying for a learner visa to study in a foreign country.

4.1.1 Other advantages include:

- Accessibility for those living in another Province, and who are far from EMET.
- No waste of time or other resources in transport, commuting to a central location for each class
- Flexibility to study in any convenient location with an Internet connection
- Self-paced learning, but prefer that Learners run at the same pace as Krugersdorp:

 Quickly browse materials you have already mastered, and concentrate time and effort in areas containing new information and/or skills
 - Study materials at a personal speed and intensity, without having to wait for the slower pace of the average classroom (Not necessarily, as the impartation that takes place in a classroom is absolutely invaluable)!
 - Flexibility to join conversations in the "bulletin board" discussion area at any hour, and to review other's comments since the previous visit
 - Flexibility for those with irregular work schedules Accessibility for those with restricted mobility (e.g., handicapped, injured, elderly).
 - Accessibility for those with family responsibilities (e.g., parents with young children at home, and grandparents!).

4.2 EXAMPLES OF TECHNOLOGY IN USE

- Virtual Classroom
- Postal mail
- F-mail
- Web Pages

4.3 IS DISTANCE EDUCATION EFFECTIVE?

Many educators ask if distant Learners learn as much as learners receiving traditional face to-face instruction. Research comparing distance education to traditional face-to-face instruction indicates that teaching and studying at a distance can be as effective as traditional instruction, when the method and technologies used are appropriate to the instructional tasks, there is Learner-to-Learner interaction, and there is also timely Mentor-to-Learner feedback.

4.4 TIME UTILIZATION

Recent research has shown that the most significant factor helping learners to succeed or not in distance learning has been their ability to utilize time. The more successful learners reported spending two to three (2 to 3) hours regularly each week for each hour of credit for a class. For example, a 4 hour credit class required a minimum of at least 8 to 12 hours of work each week of the semester to complete all requirements. Without class lectures to spur a quick burst of activity to complete a project, for example, some Learners procrastinated through weeks of the semester, only to find themselves so far behind that they could never recover.

Experts strongly recommend that you devise a typical weekly schedule so that you will have a general guide for allocating appropriate time to study.

5. APPLICATION FOR ADMISSION

5.1 GENERAL

Admission to EMET Academy of Learning is entirely on merit and on the basis of ability to achieve. We operate an admissions policy which ensures

equality of opportunity to all applicants. Applications are welcomed from learners with excellent academic potential and EMET recognises the importance of admitting applicants to a program suited to enhance their knowledge and aspirations in the field of Biblical knowledge. The selection process therefore takes account of all aspects of an application and not just an applicant's academic profile.

Applications for admission to Programs are considered without regard to any inappropriate and unbiblical distinction e.g. ethnicity/race or national origin, nationality, disability, gender, political beliefs, marital status or socioeconomic background.

EMET believes a diverse Learner population is important from an educational and social perspective; enhancing the educational experience for all.

- **5.1.1** A prospective learner shall apply on the required application form for admission to a qualification.
- **5.1.2** Application forms for admission to EMET are available on request.
- 5.1. An open evening will be held at CFWC's premises, (see page 43 for physical address) to relay important information and what the year entails. This evening will be advertised and communicated to the existing students and new students.
- **5.1.4** No prospective Learner shall be permitted to study for any qualification without prior evaluation.
- **5.1.5** The closing date for all applications will be communicated to students.
- **5.1.6** The date the first "class" (video) is released, will be communicated to all students when registering at our Emet offices.

5.2 WHAT ARE THE REQUIREMENTS?

The prospective Learner/applicant:

- Must have a minimum of Grade 12. This is for degree purposes.
 Queries to be directed to the Academic Dean at:
 academicdean@emetgroup.co.za
- Must have access to a computer, be computer literate, however, hand-written assignments will be accepted.
- Have a good grasp of English and understand the basics of research.
- Research Methodology will be presented as one of the first topics in the Certificate Program.
- Afrikaans assignments will be accepted.

5.3 APPLICATION DOCUMENTATION

Applicants who wish to apply for admission to EMET are required to submit the following documentation:

- Completed Application Registration form.
- Copy of Identity Document or passport to be emailed to the info@emetgroup.co.za
- Recent colour photograph to be scanned and emailed to info@emetgroup.co.za
- Copy of Official College (High School)/University transcripts. (Unofficial copies may be submitted with the application, but upon admission to the university official transcripts must be sent). This is for Degree purposes. Now only a copy of your highest qualification is needed.
- Curriculum Vitae: For First Year registration ONLY please give an outline on who you are, your dreams for your life and what you would like to achieve through these studies. What do you see as obstacles or challenges to achieve your goal? And how would you overcome it? How long have you been a believer and give a brief account of your coming to Yeshua. Have you been through water baptism?

5.4 CHANGING OF INFORMATION

- 5.4.1 EMET shall accept as correct only the spelling and sequence of the Learner's surname and first names and ID number appearing on the application form.
- 5.4.2 Should a Learner's contact details such as e-mail address, telephone number(s), or marriage status change, he/she has to notify the Academic Board in writing.
- 5.4.3 EMET accepts no responsibility for any incorrect information in respect of admission requirements supplied by anyone who has not been authorised to supply such information. All enquiries should be directed to the Academic Board.

5.5 REGISTRATION OF LEARNERS

- **5.5.1** A registration confirmation will be issued to learners at registration.
- **5.5.2** Registration as a learner is valid for one (1) academic year only.
- 5.5.3 No Learner will be permitted to register at EMET for more than one (1) certificate, diploma or degree program, simultaneously, in any given academic year, without the permission of the Academic Board. Such permission may be withdrawn should the academic performance of the learner not be satisfactory.

5.6 LATE REGISTRATION

- 5.6.1 A Learner who does not register in the official period of registration will only be allowed to register in that particular year with written consent from the academic board. The decision of the board will be final
- **5.6.2** Learners who, for whatever reason, register after classes have commenced, may not lay claim to any concession regarding lectures, tests, etc. that took place before they registered.

5.6.3 Deadline for registration will be communicated at the Open evening.

6. FEES

Our policy is to provide instruction materials at the lowest possible cost to learners. The majority of Believers should, therefore, be able to study in order to fulfil their calling. 1 Tim 4:13; 2 Tim 2:14-15; Rom 15:4; Heb 5:12.

6.1 RESTORATION MINISTRY PROGRAM FEES FOR 2019

Certificate: R3,550-00 per year
Diploma: R3,750-00 per year
Bachelors: R8,350-00 per year

The study fees include all tuition material, all electronic lecturing and prescribed books, mentoring fees, graduation event and all tests and certification. This excludes the cost of recommended additional books, which is an optional choice of books.

6.2 MANNER OF PAYMENT

The following payment methods may be used:

- Electronic payments via the Internet
- Direct cash deposits at the bank
- Debit order

Please pay special attention in using the correct references!

 Please send your proof of payment to our offices to assist us with a quick and easy registration and monthly payments:

info@emetgroup.co.za

6.3 BANK DETAILS

FIRST NATIONAL BANK

Account holder: EMET Academy of Learning

Account Type: Cheque

Account Number: 62520357139

Branch: Clearwater

6.3.1 References: See references below

Reference: Certificate – *Cert* + *Name & Surname*Reference: Diploma - *DRM* + *Student Number*Reference: Bachelors – *BCH* + *Student Number*

6.4 APPLICATION AND TUITION FEES

- 6.4.1 Learners have to pay, R1150.00 (Certificate) or R1350 (Diploma) or R2750 (Bachelors), confirmation deposit (registration fee) before formal registration can take place. This will be part (included) of the total tuition fees. (This applies to Certificate & Diploma students.)
- 6.4.2 The balance of the class fees is payable in eight (8) instalments from 31 March up to and including 31 October of R300 per month for Certificate & Diploma Students. For Bachelors the monthly instalments will be R700.
- 6.4.3 No Learner will be allowed to view classes if they are not formally registered with EMET Academy of Learning. The study material will be made available to you after your registration has been completed.

6.4.4 Non-degree student fees:

 Certificate:
 R2550.00

 Diploma:
 R2750.00

 Bachelors:
 R4350.00

- 6.4.5 Learners have to pay, R750.00 (Certificate) or R950 (Diploma) or R1150 (Bachelors), confirmation deposit (registration fee) before formal registration can take place. This will be part (included) of the total tuition fees. (This applies to Certificate & Diploma students.)
- 6.4.6 The balance of the class fees is payable in eight (8) instalments from 31 March up to and including 31 October of R225 per month for Certificate & Diploma Students. For Bachelors the monthly instalments will be R400.

6.5 ARRANGEMENTS FOR FINANCIAL ASSISTANCE

Should a learner which to apply for financial assistance for his/her studies, the learner must apply in writing to the Academic Board of EMET for evaluation. Applications can be sent via email to – (academicdean@emetgroup.co.za)

6.6 DISCOUNT

6.6.1 YEAR PROGRAMS

A discount of five percent (5%) shall be granted if the full amount of the class fees for the year is paid in full by the **31 March** of the academic year.

6.6.2 FAMILY DISCOUNT ON CLASS FEES

Family discounts apply to class fees only. If two (2) or more members of the same household study simultaneously at EMET, they are eligible for the following discounts:

Each Learner receives a 5% discount

6.7 FEES IN ARREARS

In cases where learners' accounts or other fees have not been settled or paid by the set dates, EMET reserves the right to refuse to –

- register such learners;
- issue such learners with the lecturing material; and
- allow such Learner to view further classes
- withhold test / assignment results
- allow such a learner to write any exam papers where applicable
- Students may not register for an academic year if there are outstanding fees from the previous year.

The examination results of such Learners may also be withheld, and EMET may refuse to issue them with a certificate of good conduct or to confer a diploma or degree on them.

6.8 CANCELLATIONS AND REFUNDS

We believe that each learner will be completely satisfied with their studies. If it is necessary for a learner to discontinue studies, the following refund policy will apply:

- **6.8.1** A written request for a refund must be received by the office of the Academic Dean (<u>academicdean@emetgroup.co.za</u>).
- **6.8.2** A valid **reason** must be given for the discontinuation. (Non-commitment and offence taken is not a valid reason.)
- **6.8.3** Cancellation must be submitted to the Emet Admin office in writing within **60 days** of registering.
 - Emet will refund the student 100% for any monthly instalments made. However, the registration fee is nonrefundable.
- **6.8.4** The learner will be liable for **100%** of the full tuition fee for the year if cancelled after 60 days.
- 6.8.5 It is NOT in any way the responsibility of the Emet staff / Admin office to pursue a student that we receive no feedback from. If Emet does not receive ANYTHING in writing from the student, we as Emet will assume that you are still registered and viewing classes.

- 6.8.6 Each student will be responsible for their own cancellation as this is a personal decision that you as student take.
- **6.8.7** Should a student encounter financial difficulties during their studies, its the full responsibility of the student to contact the Emet offices to find a solution or sign a Payment Agreement form.

6.9 REFUNDING A CREDIT BALANCE ON AN ACCOUNT

- 6.9.1 A credit balance on a Learner's account shall be paid out on the written request of the learner. Payments are made at the end of each month. Credit notices received later than the 15th of each month will only be paid out the following month.
- 6.9.2 Should learners cancel his/her studies, the tuition payments made shall not be allocated, assigned, or transferred toward another learner's account.

6.10 FEES FOR THE GRADUATION CEREMONY

The study fees include the graduation ceremony, certificate / diploma / degree, and gown at the ceremony. This is applicable only to learners graduating. Each learner is allowed to invite 2 guests to the ceremony. Additional (more than 2) guests must be arranged with the Emet Admin Office prior to graduation for catering purposes.

6.11 ADDITIONAL FEES

- Re-marking of assignments: R350.00 per assignment: if EMET study material is applied by the learner
- Re-marking of exams paper: R500 p/exam paper
- PLEASE NOTE The following will apply when re-marking assignments / exam papers:
 - o A minimum of 3 marks must be obtained in the re-marking
 - o If the minimum of 3 marks are not obtained, the minimum marks of 3 (three) will be deducted from your total.
 - There will be no re-marking assignments / exam papers for 1 (one) mark

- o Emet reserves the right and has full authority to appoint any person management deems fit to mark / re-mark any test, assignment or exam.
- Any unnecessary remarks regarding the re-marking will result in the student receiving a warning
- o After 2 warnings the student will then appear before the Academic Board and the Dean of the Academy
- o This can result in a student being expelled.
- Supplementary exams R500.00
- Re-examination (ONLY applicable to Bachelor Year) R500.00 per paper

7. TUITION MATERIAL AND PRESCRIBED BOOKS

- 7.1 The study fees only include text books which will be provided to each learner by EMET.
- **7.2** Learners are not expected to obtain each book, although it will add great value for your personal development and your studies.
- 7.3 Remember, the study material will be made available to you only after your registration documentation and payment of registration fee have been received, as per rule 2.1.5.
- 7.4. Please note that ALL the Emet Manuals from Certificate to Bachelor, all have copyright on.

8. MEDIUM OF INSTRUCTION

- **8.1** Classes will be presented in both English and Afrikaans according to the lecturer's preference. Instruction and all communication will also be done in both English and Afrikaans.
- **8.2** Please Note: English will be the primary language for all tuition material.

9. DEFINITION OF A FACILITATOR

We define a Facilitator as a suitably experienced person who is willing and able to act as a confidential helper and guide to the Learner and to stimulate professional development of him/her. A Facilitator can be seen as a private assistant in distance learning. The Facilitator walks an academic distance/mile with the learner to assist in the learning process – this could be an ongoing relationship for years, should the learner wish to obtain a degree and further their studies. The learner needs someone to give guidance, advice, be a sounding board and offer a wise opinion. Such a Facilitator has to have a thorough familiarity in the field of Restoration Ministry. It is the responsibility of the EMET Board of Directors in cooperation with the Academic Dean of EMET to appoint suitably qualified Facilitators to assist the learners.

A Facilitator has an appropriate qualification and is experienced in the field of e-learning. The Facilitator is a person the learner respects and can trust. Apart from a good reputation and professionalism, the Facilitator must be able to handle some of the necessary evaluation of the learner's progress in the program. The RPL program permits a person with applicable life experience in the specific field to be of value and assistance to the faculty Dean.

9.1 WHAT IS EXPECTED OF A FACILITATOR?

Training Institutions like EMET, are constantly utilizing new technologies to develop distance-learning strategies for Facilitators that would be equivalent in methodology and outcome to traditional residential programs. Technology is used to explain course materials, deliver assignments for grading, take exams, etc.

This is when learners study in isolation or at a EMET Satellite Campus, maintaining a healthy level of communication with their Mentor by means of e-mail, telephone, or Skype, etc.

Following are some criteria for a well-constructed program:

Credentialed Mentors guide Learners.

- Mentors have the academic qualifications necessary to anticipate discussions and will also be on hand via email to discuss any questions or problems relating to your studies.
- Discussions are moderated.
- As the Mentor guides a discussion, there is an agenda: to ensure that all program objectives are met.
- The response time for assignments sent in currently averages between a week and ten working days.
- Your Mentor will comment in detail on the work that you produce.
- The Learner will also receive guidance and feedback on, for instance, every written assignment:
 - The general layout and usage of fonts, alignment and space in the essay
 - The correct usage of a reference system for citation and Bibliography
 - The suitability of books or Websites used as source material
 - How the evidence found in the source material was analysed (Research Methodology)
 - The way in which a logical conclusion was reached
 - o Formulating and reaching an own conclusion or opinion
 - How well the work was formulated (sentence structure etc.)
 - Whether reasoning ability was shown
 - Whether critical evaluation was applied
 - Whether the style is clear enough for others to read
 - Whether an understanding of the meaning of words was demonstrated

Since an EMET distance e-learner does not attend classes to hear live lectures, the Mentor creates a learning environment of which Virtual Classes is the current method of on-line teaching. It is essential that the learner **read** and **studies** the set section of the material.

9.2 PRACTICAL MARKING

A team is dedicated and responsible for the marking of assignments and tasks as required for each module. The evaluations are **formative**, which means that the learner learns through performing of the task for which an

evaluation mark (%) is given. Each Marker should become familiarised with the Web-access process in order to assist the learner. All tests are written on-line by the registered Satellite Learner.

ONLY the Final Exam will be written physically at a specified address which will be communicated to the learners.

10. METHOD OF TUITION

The program is designed in such a way that it gives the learner all the information that is required for the qualification from Emet Academy of Learning. To complete a qualification, a learner must complete the modules per academic year, which will be the amount of credits needed to obtain the qualification.

10.1 THE LEARNER:

- Prepares by reading/viewing the lecture material (making notes)
- Do Research to enhance knowledge. This does not mean copy and paste from a website and submit the work as your own. Any work submitted from the Internet, the learner will cite it, otherwise it is plagiarism. However, this is not enough; the learner will include their own work and insight in the work as well. Learners will receive appropriate guidelines in the class.
- Prepares a report(s) through research reading, analysing and writing
- Ministers and does the practical Task be it group or selfassessed

Suggested 4-Phase Method

- · Pre-reading is the Preparation Phase
- Research is the Development Phase
- Report writing is the Knowledge Impartation Phase
- Practical skill is the Experience Gaining Phase

11. ASSESSMENT

Definition of assessment: Assessment of learner learning is the process of evaluating the extent to which participants in education have developed their knowledge, understanding and abilities.

11.1 TYPES OF ASSESSMENT

Assessment of learner learning may be **formative or summative**. Assessment, especially if it is summative, is usually graded. Achievement of satisfactory summative grades is frequently used to signify progress or the achievement of a qualification; i.e., a Degree. Assessment covers the whole development of learner learning evaluation, while grading refers to the specific attachment of marks/grades. The program work is formative (ongoing), in that it provides an opportunity for learners to be given feedback on their level of attainment; but also it often counts towards the credit being accumulated for a summative statement of achievement.

An end-of-module or end-of-program examination is designed primarily to result in a summative judgment on the level of attainment the learner has reached. Both formative and summative assessments have a diagnostic function, and this is the format used by EMET.

11.2 NEW TECHNOLOGY MADE ASSESSMENT POSSIBLE

New technology has made frequent and varied assessments possible in the distance education environment, compared to the traditional learning environment. However, we should remember that the most important thing for assessment in the distance learning environment is to still focus on learners' achievement in terms of instructional goals and objectives. Therefore, even though technology can facilitate the process of assessment in effective and efficient ways, Institutes must choose appropriate assessment opportunities when assessments are essential during instruction.

Over the last few decades, many researchers have been convinced that assessment of learner achievement in distance learning environments

should be integral to instruction, be continuous, and maximize feedback. EMET is built on these principles.

11.3 PRINCIPLES OF ASSESSMENT

Based on these shared beliefs about distance learning assessment, several principles of assessment are mentioned:

- Assessment instruments and activities should be congruent with the learning goals and skills required of the learner throughout a distance education program.
- Assessment and measurement strategies should accommodate the special needs, characteristics, and situations of the learner.

11.4 SELF ASSESSMENT (Critical for Learners to comply)

Self-assessment can be a major component of distance education. Some instructors might want to assess learner learning only by themselves. However, EMET believes that it would be very important for learners to participate in assessment of their own learning because learners can measure their own learning process and achievement. We emphasized that learners can have the ability to determine "if they have arrived at the required instructional objectives"; and that if not, they can repeat the coursework by themselves in order to attain their own goals. Self-assessment is mostly done in class tests throughout the year.

11.5 EMET'S MEANS OF ASSESSING A LEARNER'S WORK

EMET will utilize of the following assessment methods for the program:

- Paper / Essay / Assignments: Academic written works, other than a written "exam." Would entail more preparation, revision, etc., than simply answering a direct question (as in an exam).
- Exam / Quiz: Focused, short-term event used to measure specific learning. Includes written answers to questions, calculations, short answer, multiple choice, fill-in-the-blank etc.

- Discussion / Chat / Oral Presentation: Any activity where the Learner's ability to discuss or debate class-related topics. Also includes "participation", or the extent that Learners share their opinions or ideas about class-related topics.
- Project / Simulation / Case Study: Activities that is more
 "authentic" or task-oriented than an exam or purely academic
 paper. Can be a multimedia production, participation in a
 simulation, written analysis, etc.
- Reflection: Activity designed to get learners to relate material to their experience (lessons learned, etc.)
- Portfolio (collection of individual production): An integrated collection of a learner's work, designed to be taken as a whole. A synthesis of the learner's performance over a period of time; via, an event.
- Peer evaluations: Assessment done by a person's peers, usually to measure a learner's performance in group activities.

Through the utilization of these seven categories, EMET ensures authenticity, variety—and that we do not just evaluate learners' memory of simple facts and procedures, but higher level thinking and deep understanding (meta-cognition).

11.6 ASSESSMENT PROCEDURE

At the most basic level, institutions are required to provide for assessment and documentation of learner achievement, in each course and at the completion of a program. However, EMET goes beyond that in requiring that measures of educational effectiveness, including assessments of learner learning outcomes, learner retention, and learner and faculty satisfaction be collected. This information should be provided to learners as well as within the University and we do this by assessing the learner by means of this procedure:

Formative Assessment of the learning experience progress.
 Continuous assessment and feedback. Immediate and effective feedback during learning

- Summative Assessment Measuring learning at the end of the process
- Traditional tests
- Individual Assessment: Self-assessment

12. EXAMINATION REQUIREMENTS

All learners must achieve an average of 50% for tests and assignments in order to qualify for examination.

12.1 A LEARNER SHALL PASS A YEAR WHEN:

- 12.1.1 A learner shall pass a subject or module by obtaining a final mark of 50% or more for that subject or module, and by obtaining a final mark of 50% or more for a subject or module. A minimum mark of 45% must be obtained in the final exam irrelevant of the year mark, for a student to pass.
- **12.1.2** The year mark will be made up as follows:

Exams 50% Assignments 35% Tests 15%

- **12.1.3** The decision of the University in respect of practical work and projects that contribute to the calculation of the examination mark shall be final and no learner's work shall be remarked when the final marks have been given for calculation.
- 12.1.4 The final mark for subjects that are assessed continuously shall be made up from the accumulation of marks obtained for tests, assignments, papers, projects and other opportunity instruments. An accumulated pass mark of 50% is required in continuous assessment subjects.

- **12.1.5** A Learner shall pass a year with Cum Laude by obtaining a final mark of 85% or more. This implies that the Learner should obtain an average mark of at least 85% for the related modules
 - Certificate /Diploma 85%Bachelors 80%

12.1.6 Supplementary examination

- In extraordinary circumstances (ailment / death in the family / work commitments etc.) learners may apply to write a supplementary examination, on a date determined by EMET.
- The dates will be set and non-negotiable.
- If the learner should not be able to partake in the Exam on the set out date, the learner then forfeits the exam.

12.1.7 Re-examination

- Learners who achieved a mark of 40-45% in the FINAL Exam and passed at least 75% of the assignments and class test, may apply to rewrite their exam.
- Please note! This is only applicable to Bachelor Degree learners
- This examination may be an oral or written examination, as determined by EMET.

12.2 CONTINUOUS ASSESSMENT

- **12.2.1** An accumulated total of less than 50% indicates that the Learner fails the subject or module and has to repeat it.
- **12.2.2** The granting of reassessments is not obligatory. A reassessment opportunity may, however, be given to a learner who failed a particular assessment opportunity, but attained a minimum mark of between 45% and 49%. Such opportunity follows directly after the failed opportunity.

13. ASSIGNMENTS AND TESTS

- **13.1** Learners must do all set (prescribed) work and written assignments and write all Tests.
- **13.2** A mark of zero (0%) for a missed test will be allocated and no opportunity for re-writing will be permitted.
- **13.3** Learners must regularly watch all lectures, group lectures, seminars that form part of their set study program.
- **13.4** If there is proof of non-compliance with Rule 13, EMET reserves the right to cancel a Learner's registration.
- **13.5** It is compulsory that all Learners submit assignments. (info@emetgroup.co.za)

The assignments are designed to test insight and understanding as the Word says: "....gain wisdom....and with wisdom gain understanding..." **Pro. 4:5, 7**.

- 13.6 All assignments are of a practical nature, including written work, practical experience and accomplishment. To enjoy the full benefit of their program, learners should discipline themselves regarding punctuality for completion of assignments (workbooks, reports and tasks).
- **13.7** Deadline dates: If a learner is late on a deadline date for an assignment, the assignment will not be marked.
- **13.8** If a learner has missed two (2) deadline dates an appointment will be made with the Academic Board to assess his/her studies for the rest of the academic year.

13.9 Copying of assignments

Emet will, under no circumstances, allow any cheating or copying of test or assignment. In such a case, the student / s will receive 0 (zero) for the assignment or test.

14. LEARNER RECORDS: INFORMATION MUST BE PERMANENT

EMET staff will not rely on their personal knowledge of learners. All personal details and earned credits will be transcribed into a permanent electronic data base. This will be backed up on regular basis. There are basic forms for recording learners' vital permanent information, registration details and course marks which will be included in this data base.

15. ASSESSMENT RECORD

All the marks of the three levels (completed over three years) are recorded. All records are stored at EMET electronically and on hard copies.

16. EXPECTED STANDARDS: ACADEMIC STUDIES

In the land of "Academia" we learn about a field of knowledge through writing about it. This form of writing usually has a serious style, intended for a critical and informed audience, based on closely-investigated knowledge, and puts forward or suggests ideas or arguments.

The standard required at EMET is high. Writing is a process of reading and organising, planning and researching, using a range of sources, giving attention to style, grammar and punctuation.

16.1 OBJECTIVES FOR RESTORATION MINISTRY PROGRAM LEARNERS:

In Preparation for a Degree Research

In preparation to further your studies: Use appropriate strategies to write in an expository format employing supporting evidence. Understand and use research methodologies. Formulate research questions, refine topics, develop a plan for research and organize what is known about the topic. Use research to support and develop your own opinion. Collect information to develop a topic and support a thesis. A variety of sources such as books, magazines, newspapers, journals and periodicals can be used although it is recommended to use them properly.

Organizing

Understand the concept of plagiarism and how to avoid it. Understand rules of paraphrasing, summarizing and the quoting of sources. Evaluate sources critically, discerning the quality of the materials, qualifying the strength of the evidence and arguments, determining their credibility, identifying bias and perspective of the author. Select relevant sources, appropriately include information.

Writing

Logically introduce and incorporate quotations; identify and describe different perspectives; synthesize information in a logical sequence; identify complexities and discrepancies in information; and offer support for conclusions.

16.2 OUR AIM FOR POST-GRADUATE CANDIDATES

Once the Learner has completed his/her three year Bachelor's Degree and the qualification has been conferred, EMET then assists candidates to determine their focus of research in a specific field of expertise. The Learner completes the writing of lifelong learning in one field, laying the foundation of an advanced and specialist knowledge base for their research, through a selection of courses; mastering the precise requirements of structuring research through a written proposal, and completing a dissertation in its various stages of academic writing - in order to obtain a Master's Degree in your field of speciality.

16.3 THE AIM OF REPORTS & ESSAYS

A Learner is assessed on his/her ability to integrate knowledge gained through reading, by means of assignments which require the writing of a Report, an Essay or the answering of posed questions. Aspects of this ability are that:

- The Learner has a basic knowledge, or fact basis of the field
- Has skills in research, selection of facts and logical arrangement

- Can formulate reports, has a good grasp of language and use of words
- Has a feeling for a pleasant, clean presentation of formatting & layout
- During the progression of the learning program, the Learner's abilities and skills are shaped and improved in all these aspects of academic learning.

16.4 SOURCE MATERIAL

During research, the learner, having a basic knowledge of the field of learning (in which a report or essay must be written), searches for additional facts—finding materials that are relevant (selection), varied and interesting in Scripture. This is in itself an achievement.

16.5 INSUFFICIENT PROOF OF ABILITY

Work that contains portions of copied material cannot be marked for formulation, practicality, logical thought, presentation, use of language or selection of appropriate words. These are essential components of academic writing. Reading of the Report Writing Guide substantiates this. Copying – Plagiarism is out!!!

16.6 QUOTATION REQUIREMENT

The requirement/allowance of included quotations in a report or essay calls for a proper method of quoting the source (MLA Method). Indications as to the volume, frequency or extent of quoting are provided in the abovementioned guide and will be issued to the learner. Other than excerpts used to enhance a text that is written by the learner to show all skills and abilities, any level of plagiarism is unacceptable to EMET. It is the prerogative of mentors of EMET to provide copied and referenced material to learners, as long as this is within the boundaries of the copyright law.

17. VIEWING OF VIRTUAL CLASSROOM SESSIONS

- **17.1** Registered learners will receive on-line lectures via Virtual Classroom log-ins.
- 17.2 Watching these on-line lectures is part of your integrity testimony. Emet should be of upmost importance to you, above any other external events like sporting events, events of leisure, and any other event that prohibits you from growing in class. You said "YES" to YHVH's call, so in every instance make it priority to watch the lectures.

18. ISSUING OF CERTIFICATES, DIPLOMAS AND DEGREES

- 18.1 A certificate, diploma or degree will be issued to a learner who meets the requirements for obtaining such a qualification. A qualification means a formal recognition and certification of learning achievements awarded by an accredited provider. It also signifies and formally certifies the demonstrated achievement by a learner of a planned and purposeful combination of learning outcomes at a specified level of performance.
- 18.2 Certificates, diplomas and degrees will only be conferred on the dates of the University's official graduation ceremonies. Candidates who cannot attend these graduation ceremonies may request that their certificates be collected or posted after the date of the ceremony.
- **18.3** Original qualification certificates will not be reissued to learners in cases where the original documents have been lost, damaged or destroyed. Only a duplicate qualification statement will be issued.
- 18.4 Qualifications are conferred cum laude in the following cases: To obtain a qualification cum laude, the average mark for all subjects, including exit- level subjects, or the final mark for dissertation or minidissertation, must add up to 85%. If a Learner passes all the set subjects in the first examination, and may not fail an examination in

any subject or module at any level in the program of his or her studies in respect of a qualification

- **18.5** A candidate will be entitled to all the privileges associated with the qualification only after it has been officially awarded at a graduation ceremony of the University.
- **18.6** A qualification certificate will be issued only in the name(s) and surname of the Learner as indicated on the admission documentation pertaining to the qualification awarded.
- 18.7 Learners who have satisfied all academic requirements for the issuing of a qualification, but whose accounts have not been settled by the required dates will not be invited to a graduation ceremony. The qualification will not be conferred in such cases and neither a statement of completion of the qualification, nor an academic record will be issued until all outstanding accounts are settled in full.

19. ORDINATION

After your third year of study you **could be** afforded the opportunity to be ordained as a pastor and Messianic Minister at the Church where you are currently submitting and worshipping. Your appointment as a pastor is totally at the discretion of your Church and its executive board and your relationship with them. By receiving your Bachelors in Restoration Ministry does not automatically guarantee that you will be ordained as a pastor and Messianic Minister.

The trend currently, worldwide, is for an Academy of Learning learner to complete three (3) years of Academy of Learning studies, whilst *practically* serving and submitting under the leadership of your pastor at the Church where you are attending. EMET will have regular contact with your pastor as to your servant hood.

Being ordained through EMET requires a mentorship of approximately 4 months after the three academic years.

20. LEARNER BEHAVIOUR, CONDUCT & VALUES

- 20.1 EMET is a ministry of excellence which aims to establish Biblical Standards. As such, we ask learners to act with the same standards of excellence.
- 20.2 All learners will live a Bible based lifestyle and observe all instructions, Covenants and Eternal Statutes of the Living Elohim, whilst they are a learner at EMET. By living such a lifestyle, they will see the life-changing power of YHVH in action. Should a person lapse into sin, the Academic Board will pick that person up and nurse them back to victory, without judgment or condoning their sin. That is the heart of EMET.
- **20.3 OUR VALUES:** "Hear, O Israel: The Lord our God, the Lord is one. Thou shalt love the Lord your God with all your heart, and soul, and strength." **Deut 6:4-5.**

Love for YHVH

"You shall walk in all the ways which the Lord your YHVH has commanded you, that you may live and that it may be well with you, and that you may prolong your days in the land which you shall possess." **Deut 5:33**.

Obedience to YHVH

"For I am the Lord your YHVH. You shall therefore consecrate yourselves, and you shall be holy: for I am holy" **Lev 11:45**

Unity of the Body

"There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female: for you are all one in Messiah Yeshua." **Gal 3:28**.

EMET is committed to communicating its values to men and women. Through this process, it is believed that its learners will take ownership of the vision of living a passionate, holy life in total subjection to YHVH and will gain the skills necessary to communicate this vision to others. Life through the Messiah Yeshua is victorious over sin, is purpose-oriented, and committed to sharing the Grace of our Messiah with others.

- 20.4 Learners of EMET are expected to adapt his/her lifestyle to the standards YHVH has laid out for us in His Word in the Old and New Covenants.
- 20.5 By enrolling as a learner at EMET, you are agreeing to live according to these standards. Policies and standards for conduct shall apply to conduct that occurs on the EMET Campus, at the workplace, and in one's home. This is what EMET stands for and supports being part of the covenant with YHVH. EMET reserves the right to interpret policy/scriptures and to apply the intent of the policy judiciously, depending upon the circumstances. The Word of YHVH teaches individual responsibility for behaviour. Man can choose behaviour that pleases Him and hallows relationships between people.
- 20.6 Failure to obey YHVH's commandments as outlined in the Bible may result in disciplinary action and sanctions. Each Learner associated with EMET is expected to be familiar with YHVH's Commandments as taught in the Bible and committed to obedience to His commandments through the empowering of Ruach Ha'Kodesh (Holy Spirit).

21. LEARNER DISCIPLINE - PLEASE READ CAREFULLY

21.1 Disciplinary action, as per rule 21.7 may be taken against any learner that does not behave according to the values set out in Section21.

Further ground for disciplinary action:

- **21.2** Refusal to obey any fair or reasonable instruction or request of any statutory body, lecturer or member of the Academic Board.
- **21.3** Disrespectful conduct towards any EMET personnel member. Remember they are there to help.
- 21.4 Being under the influence of alcoholic beverages or drugs while participating in the activities of the University or where the Learner may be identified with the activities of the University or any abuse

- of alcoholic beverages or drugs on University premises or premises controlled by the University.
- 21.5 Improper, disgraceful or indecent behaviour on any premises of the University or premises controlled by the University or at any other place where the Learner's behaviour is identifiable with or can possibly be identified with the University.
- 21.6 Handing in any written assignment for assessment in which the essential parts of the assignment have been copied from the work of another person, or any form of plagiarism from any source including the internet.
- 21.7 Misuse of Emet Virtual Classes and material

21.8 DISCIPLINARY SANCTIONS

- **21.8.1** Disciplinary sanctions may include one or more of the following:
 - Learner to appear before the Emet Academic Board
 - Suspension from virtual classes
 - Cancellation of registration

22. LEARNER'S UNDERTAKING-RULES & REGULATIONS:

EMET is a ministry of excellence which aims to establish Biblical Standards. As such, we ask learners to act with the same standards of excellence.

Each Learner must commit to the following:

I understand the purpose of EMETs' formal Restoration Ministry Training Program and I am prepared to engage in serious study and application of YHVH'S Word in my life. I understand the tuition requirements and the responsibility involved.

I have read the Prospectus and understand all the policies and rules therein. I make a commitment to the EMET Program, and agree to abide by its rules and regulations. I will be an example of good character and conduct at all times and in all places while I am a learner. I understand that studying

through EMET is a privilege, and that the administration has the right to require withdrawal of a learner at any time to safeguard the ideals of discipleship or moral atmosphere.

I hereby indemnify EMET from any claims of compensation regarding personal loss, damages to personal property due to fire, theft or natural occurrence that may occur during my studies. I hereby agree that I am attending all classes, outreaches and events organised by EMET entirely at my own risk and indemnify EMET and the Academic Board against any damage sustained to my person or belongings.

23. TERMINOLOGY IN THIS DOCUMENT: Key Words

Certain 'educational' words have been used to bring out specific meanings. These will help you to understand some of the unique Messianic concepts.

INSTITUTE: An institute is a permanent organizational body created for a certain purpose. Often it is a research organization (research institution) created to do research on specific topics. An institute can also be a professional body. In some countries, institutes can be part of a university or other institution of higher education.

TUITION CENTRE (abbreviated as 'TC') broadly used in place of Bible School, this is commonly the term used for Messianic Community-based centres.

LEARNER(S) Is used for someone who is enrolled to a course.

FACILITATOR Is the single-most important descriptor in our vocabulary and methodology. It underscores the very heart of our philosophy and methodology. Every learner mentored through the University experiences a process of growing. To us, the traditional correspondence way of distance learning is totally acceptable. It is not opposed to the principle of mentorship, as this can easily be bridged by the latest e-learning technology. Various designated role-players are responsible for this aspect of Biblical learning.

CONCLUSION

This program has been developed by a dedicated team of EMET staff whose aim was to provide an in-depth theoretical and practical course—one which would equip believers, to make disciples and train leaders for their calling.

Learners could be enrolled throughout SA and abroad, because these programs are on an *internationally accepted standard*. We are proud to enjoy the benefits of *sound accreditation* which proudly connects us to leading Universities.

In conclusion, distance education with modern technology contact on a global basis, between learner and mentor is acceptable to us, and therefore we still fulfil Yeshua's Great Commission.

May you have a life changing experience enrolling with EMET!

ALL GLORY TO YHVH ELOHIM!

Excellence through TRUTH!

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