



ETTA Learners Manual

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1 Introduction

ETTA (Excel Theological Training Academy) offers face-to-face, distance learning and blended education. ETTA is committed to providing distance-learning education that is inclusive and accessible to all students.

The Occupational Qualification components are:

Knowledge modules, Practical Modules and Workplace Modules.

The purpose of this qualification is to prepare a learner to operate as a Christian Religious Practitioner (NQF 2) or a Christian Religious Professional (NQF 5).

A qualified learner will be able to:

- Lead the faith community in spiritual formation that nurtures their relationship with God.
- Develop and nurture fellowship and mutual care within the faith community.
- Facilitate the holistic well-being of people within the faith community by developing proactive and reactive (coping) life skills and a Christian value system.
- Provide visional leadership that leads to obedience to vocation, as well as the well-being and sustainability of the faith community.
- Develop a missional practise that shares the good news of Jesus Christ and serves the holistic wellbeing of the entire community.

1.1 Mission

Our mission is to deliver the highest quality training to Church leaders throughout South Africa. We believe that the teaching of sound knowledge, ethical and moral values will make a significant contribution to the sustainability of society. Excel Theological Training Academy exists to train leaders with applicable academic knowledge and practical leadership skills.

1.2 Vision

We are committed to delivering value-driven, practical and personally transformative training to Church leaders seeking professional skills development. Our course is specifically designed to meet all the ministry related requirements of individuals with a vision to change society, through proclaiming the Gospel of Jesus Christ.

1.3 Keys to Success

For Excel Theological Training Academy several important keys are important to ensure success:

- Well qualified lecturers are available that will be able to teach the material and have sufficient practical experience to transfer knowledge.
- We have established a well-managed administrative system that forms the backbone of the training centre.

- Our excellent Learner Management System (LMS) assists us in our critical operations with online capabilities.
- The student support system (Administrative services) is developed and improved regularly so that it available five days per week.
- We are developing methods of approaching subjects that will help students get their minds around the theoretical modules.
- Our goal is to set up enough partnerships with community organisations and Churches where students can employ their acquired knowledge and practical experience in the workplace.
- We strive to produce a good model of assessment and feedback to the student to facilitate real learning.

1.4 Academy Integrity

The Level Descriptors for the South African National Qualification Framework (NQF) http://www.saqqa.org.za/docs/misc/2012/level_descriptors.pdf, stipulates that student must be able to produce and communicate their own, original work.

2 Statement of Faith

WE BELIEVE in God eternal, triune, almighty creator, sustainer and ruler of all creation.

WE BELIEVE in God the Father, the author of creation and salvation.

WE BELIEVE in Jesus Christ the only Son of God the Father, true God who for the sake of humanity and its salvation, descended from heaven and became flesh; who was conceived by the Holy Spirit and was born by the virgin Mary; who lived on earth and was crucified, died and was buried, who rose from the dead and ascended to heaven where He is seated at the right hand of the Father.

WE BELIEVE in the Holy Spirit, true God proceeding from the Father and the Son, who convicts the world of sin, righteousness and judgement and leads in all truth.

WE BELIEVE that the Bible is the word of God, written by men as the Holy Spirit inspired them. We believe that it authoritatively proclaims the will of God and teaches us all that is necessary for salvation.

WE BELIEVE that all human beings are created in the image of God; due to their sinful rebellion, this image is marred, that all have sinned before God and it is the will of God that all people should receive salvation through faith in Jesus Christ.

WE BELIEVE in the baptism in the Holy Spirit with the initial evidence of speaking in tongues as promised to all believers. We believe in the manifestation of the gifts and fruit of the Spirit in the life of a Christian. We believe that a Christian should be a disciple of Jesus Christ living a consecrated and holy life.

WE BELIEVE that Jesus Christ is the Head of the Church which is constituted by the Holy Spirit and consists of born-again believers. The Church is responsible for the proclamation and demonstration of the gospel and God's will to all people. As a charismatic community they fellowship with and edify one another.

WE BELIEVE that the believer's baptism, by immersion and the Lord's Supper are instituted by Jesus Christ to be observed by the Church.

WE BELIEVE that at the time appointed by God, Jesus Christ will come to take away his Church.

WE BELIEVE in a day of judgement when Jesus Christ will judge the living and the dead. We believe in the resurrection of the body and eternal life for the righteous and eternal punishment for the wicked. We believe in the new heaven and the new earth where God will reign in glory.

3 Philosophy

Excel Theological Training Academy is the formal Training institution. This Academy was specifically established to train leaders in South Africa through SAQA registered Qualifications or Part-Qualifications. The Training Academy will provide skill orientated qualifications to students through training in classrooms, and on an online basis.

The team of Excel Theological Training Academy consists of well-diversified and educated staff with many years of accumulated knowledge and experience with very good administrative and financial infrastructure. The Academy will function through the oversight of a registered board of directors and a management team that will be responsible for the daily operations.

4 General Admission Requirements

In order to register for a programme offered at ETTA, an applicant must meet the minimum statutory requirements of the relevant qualification.

- Completed Online Application Form thoroughly with all the sections required.
(Please go to etta.co.za and complete the application form.)
- Certified copy (not older than 3 months) of your I.D. document.
- Certified copy (not older than 3 months) of Matric certificate/ diploma or degree (*Only applicable for the NQF 5 or higher-level courses*).
- Signed PoPi act document.
- Signed Learners need document.
- Signed Policy and procedures document. (Refers to this document on page11 to be signed and returned)

Please return all above documentation to info@etta.co.za as soon as possible.

4.1 Lost Grade 12 Certificate

Please note that a Gr 12 Certificate is an admission requirement for the NQF level 5 studies. If you have lost your Gr 12 Certificate, you can follow the link below in order to acquire a replacement certificate from UMALUSI.

[I lost my Gr 12 Certificate - Link](#)

We will give you a grace period of 2 months to comply with the statutory requirement of submitting your Matriculation certificate.

We are aware that this re-issuing may take some time and are willing to offer you the opportunity (when you submit proof of your re-issuing application) to start studying with us until the end of your first module of the Theological studies. If you have completed the first module successfully but still have not received your Matric certificate, you will, unfortunately, have to wait until such time as you can submit it, as we have to comply with statutory regulations.

If ETTA as a Skills Development Provider (SDP) is not able to present the QCTO with the above information for each student, we can lose our accreditation.

5 Payment Guidelines for Student

1. **All payments** must be made through the Learner Management System (LMS).
2. Available payment methods: Card (Debit / Credit) and Electronic Funds Transfer (EFT).
3. Credit card payments are processed immediately and EFT payments take two to three days to process. Please use your Order # as a reference and send your proof of payment to info@etta.co.za.
4. Take note that your modules will only be unlocked once your payment was successfully processed.
5. After registration, you will receive a payment link from ETTA for your first payment. This will include your registration fee and your module fees according to the payment option you chose. In the confirmation mail that you will receive when your application was successful, you will be requested to confirm which Payment Option you want to use. (see Payment Options below). Please contact the administrator at info@etta.co.za if you have any questions with regards to the Payment Options.
6. All subsequent payments for modules need to be done through the "Online Shop".

5.1 Online Shop Guidelines

1. "Login" at **lms.etta.co.za** with your username and password.
2. Click on the "Shop" item in the top-right menu bar (Desktop) or the menu icon (Mobile) and then click on "Shop".
3. Choose the applicable category. Categories are NQF2 Modules, NQF5 Modules, or Additional Fees. (Additional Fees are the External Exam Fee, the Recognition of Prior Learning Fee, and Registration Fee which are once-off fees).
4. Scroll to the required module and add the Module to your "Cart" by hovering over the module and clicking on "Add to Cart". Alternatively, you can click on the Module icon and then click on the "Buy" button to add the Module to your "Cart".
5. You can review your "Cart" at the top right by clicking on the "Trolley Icon". A menu will slide from the right, where you can choose to remove items from your "Cart", view your "Cart" or proceed to "Checkout".

5.2 Per Module Payment Option

1. Students pay per module in advance. Students can pay one or more modules, after their initial payment during registration.

2. Payments are done through the "Online Shop" on the LMS.
3. Students will be automatically enrolled in the module/modules once their payment was successfully processed.
4. There is a once-off Application Fee per course Payable of R 200 and a once-off registration fee of R 500 per course (Both are non-refundable)
5. The External exam fee is a once-off fee that must be paid through the "Online Shop" (Additional Fees Category) in order to gain access to the exam.
6. The Recognition of Prior Learning (RPL) Fee can be paid through the "Online Shop" (Additional Fees Category) if needed.

5.3 Complete Course Payment Option

1. Students pay for all the modules in advance during registration.
2. ETTA will provide a payment link. (See Payment Guidelines for Students number 5)
3. There is a once-off Application Fee per course Payable of R 200 and a once-off registration fee of R 500 per course (Both are non-refundable)
4. The External exam fee is a once-off fee that must be paid through the "Online Shop" (Additional Fees Category) in order to gain access to the exam.
5. The Recognition of Prior Learning (RPL) Fee can be paid through the "Online Shop" (Additional Fees Category) if needed.

6 Fee structure

6.1 NQF 2 - For Occupational Certificate: Christian Religious Practitioner

Application fee	R 200 (Non-Refundable)
Registration fee	R 500 (non-refundable)
Per Module fee Manuals included	R 877. 50 x 6= R 5265
Qualification fee	R 5965 excluding Final exam fee R 6965 including Final exam fee
Final Exam Fee	R 1000 Not included in Qualification fee

6.2 NQF 5- For Occupational Certificate: Christian Religious Professional

Application fee	R 200 (Non-Refundable)
Registration fee	R 500 (non-refundable)
Per Module fee (Module 2 consists of 2.1, 2.2, 2.3 and 2.4) Includes manuals	R 877.50 x 16 = 14040
Qualification fee	R 14740 excluding Final exam fee R 15740 including final exam fee
Final Exam Fee	R 1000 Not included in Qualification fee

7 Principles and rules

1. Integrity and professionalism must be upheld at all times.
2. Students must always uphold and promote the values and ethos of ETTA.
3. To strive for academic excellence and take pride in their work
4. Students must respect ETTA's or their campus educational environment and employees and the rights of fellow students
5. Students are responsible and accountable for their ETTA fees.
6. No study materials will be provided unless the account is paid in full.
7. If payment is not received, admission to Modules via the LMS, assignments, and classes will be stalled.
8. As stated in the introduction letter, there are two payment options available.
9. Students will be held responsible for their fees even though they have a sponsor. Please ensure that your sponsor keeps up with payments due to ETTA.
10. Comply with responsibilities, like attending learning sessions, keeping to deadlines of assignments, etc.
11. Uphold the name of the institution by proper conduct outside of the area of jurisdiction of the institution.
12. Treat property belonging to ETTA or attending campus and others with respect, and refrain from stealing, damaging, or abusing anything.
13. Be sober and not introduce any alcohol onto the premises or consume any alcohol on the premises without consent.

14. Abstain from using or being found in possession of any drug without a medical prescription.
15. Bring no firearm, dangerous weapon, or explosive onto the premises.
16. Not engage in any criminal offence.
17. Commitment to the ETTA vision and mission
18. Abiding by the policies, procedures rules and regulations of ETTA will not be negotiated.

8 Excel-Student Payment arrears policy

1. Head office

- All monies to be collected from students by ETTA Head office.
- Head office will contact student about outstanding money for the module before manuals are send to campus.
- If student does not pay before manuals are send, they can pay the courier fees for the manual (R100 per POSTNET) or wait to receive the manual when next manuals are sent.
- LMS will not allow student to complete module presented in class via the LMS system.

2. Student

- Students not to be discouraged to attend class.
- Student will be blocked on the LMS system and no Manual will be given to student unless paid for the module.
- Student will thus not be allowed to hand in Assignment unless paid for the module.

3. Facilitator

- Will receive a list of payments of students per module when books are dispatched.
- Facilitator will not have extra books.

Acceptance of the ETTA learner's manual

I, _____, ID no: _____,

confirm that I have read, understood, and will abide by the ETTA rules as outlined in the ETTA Learner Manual.

I agree to pay the fees specified and to provide ETTA with all necessary documentation.

Date of acceptance: _____