

MUKHANYO THEOLOGICAL COLLEGE DISTANCE PROGRAMME

Thank you for your enquiry regarding the Mukhanyo Distance Programme. Here's some information about Mukhanyo and the Mukhanyo Distance programmes that we offer.

THE COLLEGE'S HISTORY

In 1985 an experienced missionary, Rev. Bob Rebel, from the Christian Reformed Churches in the Netherlands wanted to plant churches in the KwaNdebele area. According to custom, he had to go to the local traditional chief to pay his respects and re-quest permission to work in the area. The chief asked him to come back the Sunday afternoon to appear before him and his "advisors in religious matters". On his return a whole group of leaders of the African Indigenous Churches (Apostolic and Zionistic types of Churches) were waiting to meet him. They wanted to know how he intended to plant a church. He carefully explained that he would start with preaching and visiting people in their homes and teach baptism classes to those who show signs of interest and conversion. After their baptism he would continue to teach them so that they can become his co-workers in teaching new members. Later he would identify those who seem to have the gift of preaching and teach them how to preach.

They responded enthusiastically with the request: "Why don't you teach us as well. We are pastors, bishops and archbishops of churches, but we have never had any training whatsoever! Some of us cannot even read. We feel that especially the youth who have had more opportunities to become educated are looking down on us. We are afraid that we cannot reach them on their level of thinking anymore". These leaders formed an umbrella organisation, which they called the KwaNdebele Churches Board.

The Board (now Masakhane Churches Board) requested assistance from the Mission Deputies of the Christian Reformed Churches in the Netherlands to start a Bible School. Their main objective was to see that their people (leaders and lay people) were provided with training to help them understand and handle the Bible properly.

The Christian Reformed Churches in the Netherlands saw this opportunity as a Macedonian call and responded positively by allowing Rev. Rebel to teach courses at several villages in KwaNdebele. This decentralised training, in which he met groups of leaders for two hours per week, was maintained for almost ten years. The church leaders soon declared that they now really "saw light!" This ministry became known as the Mukhanyo Bible School (Mukhanyo being the isiNebele word for light).

The church leaders desired a centralised Theological College which their young people could attend a few days per week to receive more advanced training. Dr P.J. (Flip) Buys was called to start this extension of the ministry and in July 1994 a group of five students began their Diploma in Theology in a small church in Thembaletu who offered their vestry free of charge.

THE MUKHANYO ORGANISATION

Mukhanyo Theological College NPC (Mukhanyo or MTC) is an evangelical educational ministry that aims to radiate the brilliant light of the Word of God and bring glory to Christ alone, in Africa!

- Mukhanyo provides holistic theological education. We offer various levels of academic education to all who wish to prepare themselves to the ministry of God's Word. We are dedicated to students from a variety of backgrounds: young people, church leaders, pastors, teachers, and missionaries.

- Mukhanyo lecturers work hard to ensure students receive a high level of quality instruction while also providing spiritual mentoring and experience-developing opportunities. We believe that theological education must be holistic and motivate consistent intellectual, spiritual, and practical growth.
- Mukhanyo promotes evangelism. We believe the Bible is the foundation for all of faith and life. We confess our faith in Christ alone for salvation. And we passionately desire that many other people will also come to experience the joy of actively living out this confession. So we daily confess our dependence on God even as we motivate our students to gain a comprehensive knowledge of God's Word and to consistently apply this knowledge in practical ministry.
- Mukhanyo equips Christians who seek to become more knowledgeable and profitable servants in God's kingdom.
- Mukhanyo serves African churches. This means we continually try to better understand the needs of the communities in which our students minister. So we offer specialised courses, like African Spirituality and African Church History. We also integrate contemporary issues into basic theological instruction, like classroom discussions on local errors about the ministry of the Holy Spirit.

VISION AND MISSION

Mukhanyo Theological College gives glory to God by equipping church leaders at a variety of levels in order to serve Christian churches and communities in Africa.

MTC will fulfil this mission by:

- Providing biblically-based training opportunities and facilities to church leaders for church and community development in Africa.
- Developing church leadership and administrative skills in order to inspire kingdom vision and to support the growth and development of churches.
- Equipping leaders, office bearers and members of churches to correctly understand and apply the Bible in their own environment.
- Providing relevant, high quality, holistic, affordable, in-service semi-residential and/or distance training.
- Empowering church leaders in their local ministries to act as a catalyst for development aid projects.

PHILOSOPHY OF EDUCATION

The educational philosophy of Mukhanyo Theological College is an extension of our Mission Statement and Statement of Faith.

We believe that the foundation of Christian education is the Bible. "All scripture is God breathed and is useful for teaching, re-buking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work" (2 Timothy 3:16-17).

Our lecturers are the embodiment of our college's beliefs and values. They are spiritually mature, well-qualified people who focus on academic excellence. They seek to enhance the development of each student spiritually, intellectually, socially and physically as it says in Luke 2:52. Our lecturers live their lives as full-time role models to students. "So that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God" (Colossians 1:10).

Our curriculum is academically excellent and honours our Christian heritage. It helps prepare students for higher learning and to impact the world for Christ. "Go and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you" (Matthew 28:19,20).

STATEMENT OF FAITH

Mukhanyo Theological College heartily affirms its adherence to the Three Forms of Unity (the Belgic Confession, the Heidelberg Catechism, and the Canons of Dordt) and the Westminster Confessions of Faith. We, as the Mukhanyo community (members, directors, staff, and lecturers), commit ourselves to uphold the well-known solas of biblical reformation as the guidelines and yardstick for our biblical teaching at this College:

To God Alone the Glory (Soli Deo Gloria)

We believe that the true end of human beings is to know, glorify and enjoy with their whole being the Triune God, Father, Son and Holy Spirit, the only God of heaven and earth, as He revealed Himself in the Bible.

Scripture Alone (Sola Scriptura)

We believe that the Bible, an inseparable unity of Old and New Testaments, is the infallible, completely trustworthy, and authoritative Word of God. The Bible alone is the final source and norm for the church, theology, and Christian living.

We believe that inspiration was the work in which God by His Spirit, through human writers, gave us His Word. The origin of Scripture is divine, though God utilized the distinctive personalities and literary styles of the writers whom He had chosen and prepared.

We believe the text of Scripture is to be interpreted by taking account of its literary forms and devices. We reject any treatment of the text or additional sources that leads to relativizing the text, denying its historicity, discounting its teaching or rejecting its claims to authorship.

We believe that all of Scripture finds its focus in Jesus Christ, who is the hermeneutical key to the correct understanding of every book of the Bible. God's people are guided by the Holy Spirit's illumination so that, although some biblical passages are difficult to understand, all believers are able to understand correctly by faithfully comparing Scripture with Scripture.

We believe it is the responsibility of the church to guard the Word of God, conveying it to future generations and proclaiming it to unbelievers, since the light of God's Word will bring healing to the nations.

Christ Alone (Solus Christus)

We believe that Jesus Christ is fully God and fully man, born of the Virgin Mary, shed His blood as man's substitutionary sacrifice, rose bodily and ascended to heaven, where He is presently exalted at the Father's right hand and from where He will come to judge the living and the dead.

We believe that our Lord Jesus Christ is the only Mediator between God and men. There are no other so-called mediators, be it living or dead, in heaven or on earth, through whom man can be reconciled to the living God.

We believe that Christ alone is the Head of His body, the one, holy, catholic and apostolic church. Through His Spirit and Word, He reigns supremely in every aspect of the teaching, life and work of His church. We believe that local churches are revelations of the universal body of Christ and should be faithful in word and deed to the only Head, Jesus Christ. This faithfulness should be manifested in their submission and obedience to His Word and Spirit alone. Thus all wielding of ecclesiastical authority should reflect the characteristic servanthood of our Lord Jesus Christ's sovereign Headship.

By Faith Alone (Sola Fide)

We believe that it is not by any merit of man whatsoever, but only by true faith (i.e. faith originating from the powerful and sovereign working of the Holy Spirit with and through the Word of God), that man receives entrance into the Kingdom of God and all the blessings of eternal life within that Kingdom.

Because it is only by true faith that a person can enter the Kingdom of God, we believe – in accordance with Christ’s missionary command – that the church should go out and preach the Gospel of the Kingdom to every person, calling him/her to faith and repentance as well as baptizing and discipling those who have come to faith.

By Grace Alone (Sola Gratia)

We believe that, because in Adam all men sinned and have guilt imputed, all men are totally depraved and incapable of entering the Kingdom of God, unless they are regenerated by the Holy Spirit. Salvation thus is a sovereign gift by God’s grace alone. Through His grace alone God gives remission of sins, the imputation of Christ’s righteousness and the gift of eternal life as received by faith.

All members, directors of the board, and lecturers of Mukhanyo do heartily affirm and promise to uphold the doctrines of Scripture as confessed in the following:

- The Three Forms of Unity (Belgic Confession, Heidelberg Catechism, and Canons of Dordt); or
- The Westminster Standards (Confessions of Faith, Larger Catechism, and Shorter Catechism); or
- The London Baptist Confession of Faith.

We promise not to teach or communicate anything contrary to these confessions. In the event of doubts rising against us, we promise to submit ourselves willingly to an investigation by the Board of Directors. While under investigation, we promise to discontinue teaching or communicating the views in question.

CONSTITUTION

Mukhanyo Theological College is driven by the values contained in the Constitution and the Statement of Faith especially:

- We protect the dignity of all human beings as created in God’s image.
- We strive to radiate equity, freedom and Christian love.
- We promote respect for all regardless of race culture and gender.
- We provide appropriate facilitation of education, learning and research.

LEGAL STATUS

Mukhanyo Theological College NPC is registered as a Section 21 Company incorporated under the Companies Act (Reg. No.:2003/014401/08). Mukhanyo Theological College NPC is also registered as a public benefit organisation (PBO 930035173) with Section 18A status for tax exemption.

REGISTRATION

Mukhanyo Theological College NPC is registered with the department of Education as a Private Higher Education Institution under the Higher Education Act, 1997. Registration Certificate No. 2009/HE08/002.

PROGRAMME INFORMATION

First let me tell you what the programme is not:

- It is not an online e-learning or correspondence programme
- It is not a self-study programme
- It is not a 6-month course

Rather it is a programme that requires group learning by students in a local Distance Learning Support Centre. There are three important parts to how the Mukhanyo distance programme has been set up.

Part 1 - STUDY GUIDE & DVD COURSES: We offer video of actual classroom lectures given at the Mukhanyo campus, together with a study guide and/or textbook. This provides the delivery of biblical content at the same level of learning as at the Mukhanyo campus and ensures that the content remains unchanged.

Part 2 - GROUP LEARNING: Studying alone is hard and results in a high 'drop out' rate. Learning is much easier, productive and rewarding when studying in a group. Groups provide an environment for discussion, debate and encouragement among fellow students. Group learning also encourages churches to come together, enhancing unity and co-operation at various levels.

Part 3 - LOCAL TUTOR: The tutor will be a suitable, qualified and experienced person who watches the DVD's together with the students. This person will coordinate the learning with Mukhanyo's administration and provide support, guidance, and encouragement to the students. A tutor is also necessary to administer tests and exams. This model of distribution is very effective for learning, but also lowers the overall cost of biblical education by bringing Bible instruction to church leaders in their own ministry contexts.

PROGRAMMES OFFERED:

Focus Certificate (Non-accredited): This is a training programme in theology at roughly matriculation level with a strong church focus. It's designed to equip Christians for their role in the local church as pastors, elders, deacons, Sunday school teachers, church office workers or worship leaders.

There are three unaccredited certificates which can be earned.

- Certificate in Church Leadership
- Certificate in Church Growth
- Certificate in Church Life

Each certificate requires a student to attempt 7 modules and pass at least 5 of them. Full-time students can earn a certificate within 6 months. Part-time students will take longer.

Focus includes 30 elective modules on a number of useful subjects and skills (listed below). Each takes about 40 hours of learning and includes short assignments and an exam. It's presented by a Mukhanyo distance tutor or lecturer at a registered Mukhanyo learning centre:

Study Basics

- Learning in English 1 & 2
- Skills for Bible Study
- Introducing the Bible
- Story of the Bible
- Understanding the Bible

Bible Foundations

- Christian Character
- God and Salvation
- Using the Old Testament
- Studying John
- Studying Ephesians
- Studying Hebrews

Church Leadership

- Bible Messages
- Caring for God's People
- Church Elders
- Financial Skills
- Church Office Work
- Leading the Congregation

Church Growth

- Personal Evangelism
- Christian Discipleship
- Ministry to Muslims
- Youth and Children
- Ministries of Mercy
- Defending Our Faith

Church Life

- Christian Worship
- African Context
- Christian Relationships
- Christian Home
- Ministry by Women
- Wisdom for Godly Living

Requirements for Admission: The entrance requirements are basic English skills and a testimony of being a true Christian.

Focus Certificate in isiZulu (Non-accredited): This programme provides a simple biblical foundation for academic learning and Christian ministry. This programme is not accredited, but is offered as church-based training. This is a one-year distance programme for church members seeking to grow in their knowledge and understanding of Scripture.

To achieve the Focus Certificate in isiZulu, the student has to pass any three modules under the Christian Foundations category, and any four under the Christian Ministry category.

Christian Foundations in isiZulu

- Spiritual Formation
- Hermeneutics: Leviticus and Hebrews
- Christ in the Old Testament
- Life of Christ and His Ministry
- Ethics
- African Spirituality

Christian Ministry in isiZulu

- Preaching Ability
- The Church: Ecclesiology
- Pastors and Teachers
- Liturgics
- Christian Apologetics
- Evangelism

Requirements for Admission: The entrance requirements are basic Zulu skills and a testimony of being a true Christian.

The **HIGHER CERTIFICATE IN BIBLE TEACHING (accredited – NQF level 5)** and the **HIGHER CERTIFICATE IN CHURCH MINISTRY (accredited – NQF level 5)**. Both are one-year programmes when studied on a full-time basis. They provide a systematic introduction to major areas of theological study, including both academic study and practical application of biblical truth. These programmes have been designed as foundational programmes for church leaders.

Each Higher Certificate comprises 8 core and 4 elective modules:

	Higher Certificate in Bible Teaching (80 credits)	Higher Certificate in Church Ministry (80 credits)
Core Modules	<ul style="list-style-type: none"> • Christian Character • Old Testament Survey 1 • New Testament Survey 1 • Bible Interpretation • Biblical Worldview • Bible Doctrine Survey 1 & 2 • Ethics for Christian Living 	<ul style="list-style-type: none"> • Doctrine of the Church • Leadership in the Church • Pastoral Ministry • Biblical Counselling • Mission of the Church • Worship of the Church • History of the Church 1 & 2
Elective Modules	<p>Education Track</p> <ul style="list-style-type: none"> • Christian Teaching 1, 2, 3 & 4 <p>Preaching Track</p> <ul style="list-style-type: none"> • Christian Preaching 1, 2, 3 & 4 <p>Apologetics Track</p> <ul style="list-style-type: none"> • Christian Apologetics 1 & 2 • Ministry to Muslims • Theology of Creation 	<p>Additional Electives</p> <ul style="list-style-type: none"> • Old Testament Survey 2 • New Testament Survey 2 • Witness of the Church • Church Planting • Farming God’s Way
Supportive Modules (Compulsory)	<ul style="list-style-type: none"> • Study Skills • English Skills • Computer Skills 	

Requirements for admission: A South African National Senior Certificate (NSC) with a minimum of 30% in English, coupled with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognized NSC 20-credit subjects; (Based on Department of Education Higher Education Act, 1997(Act 101 of 1997) Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (NSC) (Government Gazette, 24 Vol 751, No 32131 of 11 July 2008).

The **BACHELOR OF THEOLOGY (BTh) (accredited – NQF level 7)**. A four-year programme when studied on a full-time basis. This programme provides a comprehensive study of all aspects of theology, including both the academic research and practical application of biblical truth. It is designed to prepare church leaders for all aspects of Christian ministry. This three year programme is open to all candidates who are called by God into the pastoral ministry of the Word and leadership in the Church. The BTh will be started to be rolled out to **selected centres/areas in 2022**.

The BTh qualification consists of the following modules:

- **Biblical Studies**
 - Biblical Interpretation
 - Christian Philosophy
 - Christian Worldview
 - Old Testament: Books of Moses
 - Old Testament: Historical Books
 - Old Testament: Prophetic Books
 - Old Testament: Wisdom Literature
 - New Testament: Gospels Literature
 - New Testament: Paul and His Letters
 - New Testament: Pastoral Letters
 - New Testament: John and His Books
 - Story of the Bible
- **Missiology**
 - Theology of Missions
 - Planting Biblical Churches
 - Missional Apologetics 1 & 2
- **Church History**
 - Introduction and Early Church History
 - Reformation
 - African and Modern Church History
- **Systematic Theology**
 - Introduction to Theology
 - Theology: Christian Doctrine 1, 2 & 3
- African Theology
- **Pastoral Theology**
 - Church Order and Worship
 - Creative Bible Teaching
 - Introduction to Pastoral Theology
 - Introduction to Preaching
 - Leading Biblical Churches
 - Ministry Practicum 1 & 2
 - Pastoral Counseling 1 & 2
 - Practice Preaching 1, 2, 3, 4 & 5
- **Greek**
 - Greek Introduction
 - Greek Tools
 - Biblical Greek 3 & 4 (Electives)
- **Hebrew**
 - Hebrew Introduction
 - Hebrew Tools
 - Biblical Hebrew 3 & 4 (Electives)
- **Supportive Modules**
 - Academic Literacy 1 & 2
 - English Skills
 - Study Skills
 - Technology Skills

MODULE COSTS (Includes DVD and study guide):

- Focus Certificates: R100 per student per module.
- Higher Certificates: R275 per student per module for centres running in South Africa and R200 per student per module for centres running outside of South Africa.
- Bachelor of Theology: R500 per student per module for centres running in South Africa and R375 per student per module for centres running outside of South Africa.
- There are no registration fees or exam fees to be paid, but is subject to change.
- There is a fee for students who have to rewrite an exam or redo a module as follows: R50 for Focus Certificates, R100 for Higher Certificates, and R200 for BTh – all charged per student per module.

ENROLMENT & TIME LIMITS:

A student can join a group at any time, as long as it's not in the middle of a module, and has to complete the programme in the following number of years:

- Focus Certificates: 1 to 5 years
- Higher Certificates: 1 to 4 years
- Bachelor of Theology: 4 to 8 years

Support Sessions should be held, but are not limited to, at least once a week. Days and times are arranged by the tutor according to the needs of the group. Please note that full-time students that complete a Higher Certificate in one year have full day classes 3 times a week. It will therefore take on average between 2 to 4 years to complete a Higher Certificate through distance mode, depending on how often the group meets.

LEARNING SUPPORT CENTRE REQUIREMENTS AND TUTOR RESPONSIBILITIES

Facilities

Ensure an appropriate sized room is available conducive to student learning with desks, chairs, DVD player and television, or projector and screen. The tutor is responsible to arrange the days and time that students meet.

Equipment

The following list is the minimum requirements for a Distance Learning Support Centre (DLSC) to operate functionally:

- DVD player or laptop with DVD drive
- Television or projector with screen
- Personal Computer (for the tutor's use)
- Lockable filing cabinet
- Files or folders
- Printer
- Copier (optional)
- Reliable internet access (for the tutor)

Resources

Mukhanyo provides DVD lectures accompanied by a study guide. Some modules include a handbook. The study guide follows the DVD class lectures in the order they were given. The study guides are designed to be used as an all-inclusive workbook. It may also contain articles, study questions, Bible verse memory sheets and a list of recommended reading for further study.

It's the student's responsibility to gain access to external resources in order to conduct research for assignments, projects or further study. This can be obtained through the internet, library of the Distance Learning Centre or local library. There are many free PDF handbooks available on the internet today, as well as free Bible study software, such as E-Sword.

Administration

Tutor Applications: All tutors that will be involved with the Distance Learning Centre should be registered with and approved by Mukhanyo. Please send all completed tutor application forms to the Distance Manager – distance@mukhanyo.ac.za.

Student Applications: Tutors are to screen potential students, inform them of the necessary details related to their studies, disciple and teach students accordingly. This includes:

- Interview prospective students
- Make sure students qualify for the programme
- Make sure students understand the following:
 - This is a long term commitment
 - Support Session attendance is compulsory
 - Provide student with an application form
 - Check that the application form is complete before sending it to Mukhanyo for approval.
 - Send Application forms to Mukhanyo, either electronically or through the post office.

Orders and Payments: Tutors are to order the necessary materials as follows:

- Complete the order form electronically
- Send the order to MTC for processing
- Pay the invoice which will be sent by MTC, and send back proof of payment

Record Keeping: Keep good records (physical and electronic filing). Here are some ideas of the kinds of files/folders you could use:

- Admin File
 - DLSC Agreement (APP-D1)
 - Copy of Tutor Application(s) (APP-D2)
 - Tutor Certificate of Appointment
 - Tutor Orientation Guide
 - Tutor Handbook
 - Prospectus
 - Copies of Student Application Forms
 - Copies of Student Enrolment Contracts and Welcome Letter
- Module File
 - Completed assessments
 - Blank exam answer books
 - Tests and associated Memoranda
 - Examination question papers with associated memoranda
 - Mark Tracking Sheets (hard copy)
 - Copies of completed exam attendance registers
 - Student and DLSC payment records
 - Order and Student Module Enrolment forms
 - Copies of completed student exam scripts
 - Student module self-assessments
- Template File
 - Assignment Cover Page
 - Exam Attendance Register
 - Other as provided by Mukhanyo
 - All relevant communications from MTC
- Electronic Filing of Documents
 - Plagiarism Register
 - Research, Assignment Writing and Referencing (RAWR) Guide
 - Assessment Rubrics
 - Exam Passing Marks
 - Exam Rules (students)
 - Exam Rules (tutor)
 - Interview Questions
 - Module Documents
 - Special Communication from MTC

Curriculum: Support session are to be run by the tutor. The following serves as an example of the minimum requirements:

- Prepare for the lesson beforehand.
- Advise students to prepare for the support session.
- Log support session attendance
- Watch DVD with students and work through the lesson in the study guide. Supplement lessons with your own case studies, illustrations, stories or quotes.
- Evaluate support session participation
- Invigilate tests
- Check if students qualify for the exam
- Invigilate final exam

- Mark all assignments, tests and exams
- Complete the module tracking sheet and send an electronic copy to Mukhanyo Student Records
- Post exams back to Mukhanyo for moderation

A complete Tutor Orientation Guide and Handbook will be sent to tutors upon approval that includes more details on the above. Communication with the Distance Manager is encouraged if anything is not clear.

MUKHANYO DISTANCE SITE TUTOR CRITERIA

All tutors should meet the criteria listed here. Subject to approval by Mukhanyo faculty.

Relating to qualifications and experience:

1. He must have a Bachelor's degree in any field of study, a 2-year Diploma in Theology or two Higher Certificate Theology qualifications from an accredited institution. Tutors may be required to complete an assessment test.
2. He must have had at least six months of experience in regular teaching at a school, college or church.

Relating to qualifications and experience for Bachelors of Theology:

3. He must have a minimum of a Masters degree in any field of study or a three-year Bachelor of Theology qualification from an accredited institution. Tutors may be required to complete an assessment test.
4. He must have had at least six months of experience in regular teaching at a school, college or church, and two years experience as a Higher Certificate tutor at an existing Mukhanyo Distance Learning Support Centre. This experience cannot be more than ten years before applying to be a BTh tutor.

Relating to doctrine and Christian standing:

5. He must be a member of an evangelical church for at least three years.
6. He must have a position (pastor, elder, deacon, etc.) in a local evangelical church congregation or Christian organization.
7. He must have a good testimonial letter from an evangelistic church leader of a good reputation.
8. He must understand and wholeheartedly agree with Mukhanyo's statement of faith. He will be required to sign the statement of faith.
9. Mukhanyo trains men for church leadership and men and women for Christian ministry. This position is based on the biblical teaching of male headship. It means that the training of students for the ministry is to be done by male lecturers and tutors.
10. The Tutor must agree with and sign the Code of Conduct.

Relating to communication:

11. He must have access to the internet and be willing and able to send or receive e-mails from Mukhanyo regularly.
12. He must have basic knowledge of the computer programmes Microsoft Word and Microsoft Excel and be able to open PDF documents.
13. He must be able and willing to print a few documents (within reason) from Mukhanyo for himself and/or his student group.
14. He must be accessible by cell phone, and daily read and respond to any SMS or WhatsApp messages.

Relating to specific training and commitment:

15. On acceptance as a tutor, he must attend the first upcoming distance forum and tutor training workshop and commit to attending as many other tutor events hosted by Mukhanyo as possible.
16. He must agree to fulfil the role of tutor according to the policies and procedures of MTC, as well as the code of conduct provided.
17. He must apply to Mukhanyo and be appointed by Mukhanyo as a distance group tutor. The appointment will be for five years at a time (renewable).

Signing the Tutor Application Form (APP-D2) is an affirmation of you agreeing to and abiding by the above criteria.

RUNNING A CENTRE OUTSIDE OF SOUTH AFRICA

If you're planning on running a Mukhanyo Distance Learning Support Centre beyond the borders of South Africa, here is some additional information on things that you have to consider.

Requirements for Admission

Students need a school-leaving certificate equivalent to the South African National Senior Certificate in order to enrol for the programme.

A student may be accepted into the MTC Higher Certificate programmes if he/she meets the following requirements:

- A South African National Senior Certificate (NSC) with a minimum of 30% in the language of learning and teaching – English – as certified by Umalusi, coupled with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects (Based on Department of Education Higher Education Act, 1997(Act 101 of 1997) Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (NSC) (Government Gazette, 24 Vol 751, No 32131 of 11 July 2008); or,
- An accredited equivalent of a National Senior Certificate from a foreign institution that is deemed equivalent to No. 1 above; or,
- A Higher Certificate or Advanced Certificate in a cognate field with an average of at least 50%; or,
- A Diploma, Bachelor's or other qualification at an exit level of NQF Level 5 or higher with an average of at least 50%.

A student may also be admitted into the programme through recognition of prior learning (RPL). Such must be done according to MTC's RPL Policy. It is the responsibility of the student to provide sufficient evidence of prior learning. MTC may charge a fee for processing RPL portfolios. Admission via RPL does not mean that the student will obtain credits toward any of the MTC modules. According to MTC's RPL Policy, not more than 10% of students admitted to study in accredited programmes at the college in a given year, can be via RPL.

Non-South African Students

Non-South African students need to take note of the following requirements:

- Only certified copies of identity documents (e.g. passport), visas, qualifications, and transcripts will be accepted for application purposes;
- Students with a school-leaving certificate equivalent to the South African National Senior Certificate can only be accepted into an accredited MTC programme once the certificate has been evaluated by the relevant South African qualifications authority, in this case, Higher Education South Africa (HESA).
- Undergraduate and postgraduate qualifications from a foreign institution will be evaluated by MTC. However, MTC may require the student to have the qualification evaluated by the relevant South African qualifications authority, in this case the South Africa Qualifications Authority (SAQA).

Tutor Qualifications and Responsibilities

The tutor will have to be a qualified person in the country in which he seeks to establish the distance group. Referring to the Distance Tutor Criteria and Responsibilities above, three following are key responsibilities you are to note:

- The tutor is to take full responsibility for the group and communicate with MTC on a regular basis. Communication is very important, especially via e-mail.
- Tutor is to ensure adequate facilities for the watching of DVDs, support session discussion, student work space, and for the printing and making copies of tests, exams, etc.
- The tutor is to take full responsibility for ordering, receiving and paying for all materials (including postage), and for sending completed examinations and all other electronic documents back to MTC.

Based on the foregoing, please consider and answer the following questions, e-mailing your answers through to me, as they will help you/us to decide the feasibility of starting a Mukhanyo Distance Programme in your area:

1. Do you meet all the criteria to become a Mukhanyo Distance Tutor?
2. Are you willing and able to fulfil the responsibilities expected of you as a tutor?
3. Do you have sufficient internet access to correspond with us and receive tests, examinations, memoranda and other electronic correspondence?
4. Do you have adequate facilities to enable student interaction and learning?
5. Regarding logistics, is there a reliable working postal service in your country to send completed exam scripts to MTC for moderation? If not, are you able to make other appropriate and reliable arrangements for such?
6. How will payments be made to MTC? Check what banks or agencies within your country or online are able to send money to an organisation in South Africa (we cannot accept payments made to an individual). Be sure to take the exchange rate and bank fees into account.
7. Will prospective students have the necessary qualifications? (Please send me an explanation of how the schooling system in your country works and an example of what would be the equivalent of our National Senior Certificate)

NEXT STEPS

Please read all the information in this letter before making your final decision. The task of facilitating a Distance Programme is a big one that requires much commitment and time. I urge you to seek the counsel of wise men and the wisdom of Almighty God in making your decision.

If and when you are ready to proceed, please contact me and I will send you the necessary forms to complete, namely the DLSC Agreement (ADD-D1) which is to be completed by the main person responsible for managing the centre, and the Tutor Application Form (APP-D2) that is to be completed by each man who will tutor at the centre. Please note, that once a tutor is registered, they are eligible to tutor at any Mukhanyo Distance Learning Support Centre, as long as their details are included in Addendum B of the DLSC Agreement, which can be updated at any time.

Once the above-mentioned documents have been received, a short interview is required. Should all be in order and I am satisfied, the applications will be taken to the Distance Sub-Committee for final approval.

I look forward to hearing from you.

Kind Regards,



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Glyn Williams (BTh Hons)

Distance Manager & Lecturer

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