

# NBI

# Prospectus



nbi nehemiah  
bible institute



## **NEHEMIAH BIBLE INSTITUTE 2020 PROSPECTUS**

### **NBI ACCREDITED BY QCTO**

We have now received approval by QCTO as a **SKILLS DEVELOPMENT PROVIDER** offering the following two programs:

- **Occupational Certificate: Religious Associate Professional (Christian Religious Practitioner)-NQF Level 2** (156 credits), (SAQA code-101997), (QCTO Curriculum code- 263601004)
- **Occupational Certificate: Christian Religious Professional-NQF Level 5** (237 credits), (SAQA code101571), (QCTO curriculum code-263601005).

The accreditation of NBI by QCTO has implications in the way we operate as an institution, and we are busy setting our systems in place so that we can better serve our students and all our stakeholders. From January 2020 students who enrol with NBI will no longer register towards obtaining a UP certificate. Students who are already registered towards getting a UP certificate will be given a maximum three (3) years to finish their studies with NBI. We advise those who seek clarity on the changes to communicate directly with the NBI office. The application process for enrolment in January 2020 is already opened, people can get the application forms by contacting the NBI office or complete the application form in the middle of this prospectus. More information will be available on our website: [www.nehemiah.co.za](http://www.nehemiah.co.za). We assure NBI stakeholders that we are taking all the necessary measures and considerations in dealing with this transition so that no one feels left out and disadvantaged.

### **VISION AND MISSION**

Living churches with spiritually competent leaders serving the coming of God's Kingdom in their communities and the world.

To help church leaders develop their leadership and ministry skills as servants of God through a blended mode of study (both distance & contact learning program) based on the Bible.

### **A leader who studies these courses will be able to:**

- Gain proper and sound knowledge about the Bible.
- Grow spiritually by committing to God so as to serve Him fully.
- Use what he or she gains to build other people up in their faith.
- Guide the church in the full truth of God's Word and to protect it from false teachings and practices.

## **NBI REGISTRATION & LEGAL STATUS**

- **Regulation 22b statement:** NBI undertakes to discharge the responsibilities of a registered institution according to the relevant legislation.
- Registered as Non-Profit Company (NPC); Reg No 2004/033346/08
- Registered non-profit organisation: 040-154-NPO
- Registered Public Benefit Organisation with Article 18A tax exemption: 930013207
- Member of Association of Christian Religious Practitioners-ACRP. NBI courses are also accredited by ACRP to be offered as Continuous Professional Development (CPD) courses. Those who are interested can speak to us for further details.

## **DIRECTORS**

Pastor Dolly M Blom (Vice-chair)

Rev J P Kriel (Chairperson)

Dr M H Mahlangu

Prof Christo Lombaard

Rev Senamo Molisiwa

Dr D C van Zyl

Dr H J Van Deventer

**NBI Principal & Board Secretary:** Rev Mawonga Phaphile Celesi

**Coordinator:** Ms Hamann 021-864 8225, [valerie@bmedia.co.za](mailto:valerie@bmedia.co.za)

**Registrar:** Mr. Pelem 021-864 8258, [nkululeko@bmedia.co.za](mailto:nkululeko@bmedia.co.za)

**Programs:** Mr. Jerry Sesoko 021 864 8232, [jerry@bmedia.co.za](mailto:jerry@bmedia.co.za)

## **IMPORTANT NOTE:**

Even though these are SAQA/QCTO accredited programs, completing them successfully does not guarantee work in any particular church, since each church is independent and decides on its own which qualifications it requires of its leaders. We wish you God's blessings in ministry

## **NQF LEVEL 2 COURSE STRUCTURE**

**The Nehemiah Bible Institute NQF level 2 course is referred to as:**

### **SOKHANYA BIBLE & MINISTRY PROGRAM**

Shortened as: **SBMP**

SBMP has ten (10) modules, (10) books:

It has 156 credits

Duration of the course is 18 months (1 year, 6 months)

Candidates do not need matric to do this course. They must be able to read and write.

Arrangements can be made for those who want to do it orally.

### **MODULES AND LEARNING GUIDES**

**SBMP 01:** The Bible as our basis of faith

**SBMP 02:** Key aspects of Christian faith

**SBMP 03:** The church as the community of believers

**SBMP 04:** Be a true church leader

**SBMP 05:** Doing the work of a Christian leader

**SBMP 06:** Faith of the Christian community

**SBMP 07:** Preaching ministry

**SBMP 08:** Caring ministry

**SBMP 09:** Managing church affairs

**SBMP 10:** Bring Christ to the world

## **NQF LEVEL 5 COURSE STRUCTURE**

**The Nehemiah Bible Institute NQF level 5 course is referred to as:**

### **LEADERSHIP & MINISTRY DEVELOPMENT PROGRAM**

Shortened as: **LMDP**

**LMDP** has SEVEN (7) modules, (13) books:

It has 237 credits

Duration of the course is 24 months (2 years)

Candidates need matric to do this course. Those who do not have matric must prove to NBI that they can handle the course at this level. Through the RPL system, NBI will be able to assess candidates who do not have matric to see if they are competent enough to handle this course.

### **MODULES AND LEARNING GUIDES**

#### **1. LMDP 01-Basic Christian concepts**

The purpose of ministry

Embrace the Christian faith

#### **2. LMDP 02-Bible and bible interpretation**

Learn to interpret the bible

Study the bible - OT

Study the bible - NT

#### **3. LMDP 03-Build the relationship with God**

Grow through prayer and preaching

Lead meaningful worship services

#### **4. LMDP 04-Nurture fellowship in the church**

Build up the body of Christ

Organise effective ministries

#### **5. LMDP 05-Develop pro-active and reactive skills**

Develop a Christian lifestyle

Practise pastoral care and counselling

#### **6. LMDP 06-Develop leadership skills**

Develop leadership and management skills

#### **7. LMDP 07-Reach out to the world**

## APPLICATION & REGISTRATION PROCESS

NBI is committed to providing excellent training experience. For us to achieve that we need your help and co-operation. We are by law expected to provide guidance to people who want to study at NBI, and to place them on courses that they qualify for. We have to assess/evaluate your application properly. **Note that completing the application form does not guarantee acceptance. After internal processes have been done the candidate will be notified whether he or she is accepted in the program and due guidance will be given.**

### Admission requirements

For entry on **NQF level 2 (SBMP course)**, candidates are required to be able to read, understand and write English. People who do not have matric are welcomed to apply for study. Arrangements can be made for oral candidates as well.

For entry on **NQF level 5 (LMDP course)**, candidates are required to have matric. For those who do not have matric but feel that they can handle the demands of this course level, will go through a process of RPL (Recognition of Prior Learning). NBI will do the assessment and notify the candidate whether the application is successful or not.

### Application & registration process

- Candidates must first read the NBI prospectus before applying so as to make an informed decision. This prospectus goes with an application form, and if the candidate is convinced that he or she wants to study with NBI, he or she can apply.
- Fill in the application form in full, as there is no application that will be considered if the form is not filled in completely or properly. Include all the academic documents (certificates) in support of this application and send the application form at the following email: [nbi@bmedia.co.za](mailto:nbi@bmedia.co.za) or fax 086 68 78.
- The application forms will be checked whether the candidate qualifies or not, and proper guidance will be given accordingly. If the candidate qualifies for study, he/she will be registered and an acceptance letter will be sent immediately via email. It is compulsory that all candidates must provide an email address (it can be yours or a friend/relative).
- Once you receive an acceptance letter you can pay the administration fee and the module fees. Check the fee structure at the end of the prospectus. Candidates must pay for each module in advance into the NBI bank account. The fees are inclusive of learning guides and administration related costs. The candidate must notify the NBI registrar about the payment made.
- Once you are registered a student number will be allocated to you, and you must use that student number in all your correspondence with NBI. Note that, this acceptance is provisional until you have paid the money into NBI account. Your modules will be sent via courier at the address you have provided to us.

Please do not hesitate to call our office if you need further clarity. Office: 021-864 8258.

## **RECOGNITION OF PRIOR LEARNING (RPL) PROCESS**

NBI stakeholders and students (former and current) are asking whether they will get credits for the work they have done with NBI in order to get the QCTO qualification? As part of looking for answers to the question, we can state that through the RPL process the following considerations can be made:

- The view we have is that there should be a way to recognise the work people/leaders have done with NBI and the vast experience they have in ministry.
- Some leaders have received training from other institutions for qualifications other than theology, and all these factors must be taken into account.
- We will not apply a blanket approval to those who did NBI courses, but each case will be dealt with per candidate. The process should determine whether people will be able to handle the NQF level 5 course or they will still need to do the NQF level 2 course. On top of assessing them on the basis of NBI courses, which will be an advantage to them, they will also be subjected to the same process that all other candidates for RPL go through.

All candidates who apply for RPL will be taken through a process of evaluation on the basis of age, ministry experience and educational/ theological training. A form will be given to each candidate to fill in, followed by semi-structured interviews as part of the process, and if need be an assessment will be written by candidates.

### **WHO MAY ENROL?**

These courses are designed to help church leaders at the grassroots level who did not have the opportunity to get theological training. Most of them are already in ministry. They are expected to apply what they learn in the practical situation of a congregation. They range from youth leader, Sunday school teacher, elder, deacon, reverend, evangelist, bishop and archbishop. The courses are designed according to the needs felt by church leaders in Africa.

## **ASSESSMENT & MODERATION**

For both SBMP & LMDP courses, each module goes out with a workbook to serve as an assessment tool. In the workbook there are assignments and the learner must do all these assignments. Each learner must give the NBI office the name of the tutor or leader who will play a mentorship role and sign each and every work done. All the workbooks must be sent to the NBI office for marking to serve as a portfolio of evidence. However, learning groups can also agree to do the assessment together. The tutor/ facilitator will have to provide guidance in such cases and guard against learners copying each other's work. To get the certificate for the qualification each candidate must be assessed at the following levels/modes:

### **1. FORMATIVE ASSESSMENT**

All NBI students are expected to do all the practical exercises found in every lesson of the NBI learning guides. They are meant to help the learner understand as the study continues.

### **2. SUMMATIVE ASSESSMENT**

Each NBI module goes with a workbook. The learner must do and complete all the assignments in the workbook. After finishing all the assignments he or she must give it to the mentor to sign all the assignments. After the mentor signs, the workbook must be sent to NBI office for marking. No unsigned workbook will be assessed.

### **3. EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA)**

To receive the certificate for the qualification all students have to write the final exam (EISA), which is set by the Quality Council for Trades and Occupations (QCTO).

## **IMPORTANT NOTE:**

A significant part of each assessment/workbooks will be a practical assignment. The learner will have to perform a practical task, applying what has been learnt in a particular learning guide. Failure to complete the practical assignments will make it very difficult for a person to qualify as a competent learner and get the certificate.



**CONTACT DETAILS FOR NBI OFFICE:**

Postal address: PO BOX 841, Wellington 7654  
Registrar: 021 864 8258; nbi@bmedia.co.za  
Fax2Mail: 086 687 8620  
Principal: 021 864 8224; phaphile@bmedia.co.za  
Systems coordinator: 021 864 8225; valerie@bmedia.co.za  
Programs: 021 864 8232; jerry@bmedia.co.za  
Website: www.nehemiah.co.za

**REGIONAL REPRESENTATIVES:**

Mpumalanga: Rev. Koos Kriel-084 5001082 or kooskriel40@gmail.com  
KZN: Pastor Zablon Goqo– 082 471 8731 or idwala2015@gmail.com  
Free State: Past. E. Ndebele-0725161565 or edward.ndebele@yahoo.com

**BANKING DETAILS:**

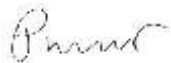
**Bank:** ABSA Bank, Wellington  
**Branch code:** 334510  
**Account Name:** Nehemiah Bible Institute  
**Account number:** 405 979 3076

**NOTE:**

When making payments, please put your name & surname as reference or student number if you are registered as student at NBI.

**NOTE:**

For course prices please check the NBI website or contact the office via the contact details above. Also print the application form on our website or find it in the middle of our printed prospectus.



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**Mawonga Phaphile Celesi (NBI principal)**  
phaphile@bmedia.co.za or call: 021 8648224

Please complete the  
application form  
below, in order to  
apply.



## **NBI APPLICATION FORM: 2020**

**PLEASE WRITE CLEARLY USING CAPITAL LETTERS / ALL FIELDS COMPULSORY**

**NO PARTIAL / INCOMPLETED FORMS WILL BE PROCESSED**

Read the prospectus carefully before completing this application form

Please kindly complete all the details below: (write clearly)

Submit the copy of your Identity Document or Passport

Submit all the educational certificates

Submit a recommendation letter

Recommend yourself for selection in the space: *share about yourself*

Do not pay money into our account until the NBI office tells you to do so

You can check the status of you application by contacting the NBI office

Candidates are advised to give us email address for communication

### **THE COURSE APPLIED FOR:**

INDICATE WITH A TICK WHICH COURSE YOU ARE APPLYING FOR:

**Sokhanya Bible & Ministry Program (SBMP):** (NQF level 2) FULL COURSE (\_\_\_\_)

**Leadership & Ministry Development Program (LMDP):** (NQF level 5) FULL COURSE (\_\_\_\_)

**NOTE:** Please kindly note that the courses (SBMP & LMDP) are only available in English.

**PERSONAL DETAILS:**

Title: .....  
Surname: .....  
Full names: .....  
Home address: .....  
.....  
Postal code: .....  
Email address: .....  
Identity number: .....  
Passport no: (if not South African): .....  
Country of origin: .....

**NOTE:** Please kindly attach a copy of your Identity Document or Passport (compulsory).

Date of birth: ..... Cell phone number: .....  
Landline no (if applicable): .....

**EDUCATIONAL QUALIFICATIONS:**

Other qualifications and Institution where the qualification was obtained

(It is compulsory to submit supporting certificates)

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**SHARE ABOUT YOURSELF (This part is compulsory and important in this application):**

The work you do/ employment history, your passion/ ambitions, the kind of ministry you are conducting. Also tell us why you think the NBI training will help you as a person as well as in the ministry you conduct).

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**CHURCH DETAILS:**

Name of church and where situated: .....

Position held in church or ministry: .....

Main responsibility: .....

Number of years in ministry (\_\_\_\_\_)

Explain if necessary:

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**NOTE:** Kindly attach a recommendation letter for your studies, from your church/ pastor/ elder/ colleague.

**LEARNING GROUP DETAILS:**

NBI has over the years used a system of learning centres/groups and the system has proved to be very beneficial to learners. It is also part of supporting NBI students to grow in fellowship through sharing ministry experiences and burdens. While we cannot force everyone to belong to a group, it is compulsory that everyone gives us a name of the mentor:

**LEARNING GROUP AND PROVINCE: .....**

**NOTE:** Please kindly submit full details of your facilitator/ mentor in your church. (The mentor, is the person, responsible for checking and signing your workbook)

Mentor’s title and name: .....

Mentor’s email address: .....

Mentor’s contact numbers: .....

**REFERENCES FOR STUDENT:**

We need a name of somebody we can contact in case we do not find you for whatever reason:

Name of relative/ friend: .....

Contact number of relative: .....

E-mail address of relative: .....

**PERSON RESPONSIBLE FOR PAYING ACCOUNT:**

Person responsible for the account: .....

Responsible person’s contact number: .....

**HOW DID YOU HEAR ABOUT THE COURSE & NBI:**

I have heard about this course from: .....

**Student signature: ..... Date: .....**

**NBI OFFICE DETAILS:**

After completing this form send it to us in the following modes:

**Hand deliver: 69 Church street Wellington 7654**

**Scan the form and email it to: nbi@bmedia.co.za**

**Fax2Mail: to 086 68 78 620**

**Post it to: Nehemiah Bible Institute. PO BOX 841, Wellington. 7654**