

Bachelor – 6-9 Courses: Tutor Progress Report

Name of Student: _____

CU Student Number:

Name of Tutor: _____

Date Enrolled: _____

Prior learning: Qualifications: (list only qualifications with elements relevant to the content of the B.Min)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Note: To indicate RPL, enter in the blocks below: R 1-7

Fill in the course name, indicating the credits (Keep record and average out all assessments for a coursemark.)

..... Cr Tests: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Assignments: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Tasks: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Group Work: <input type="text"/> Completed: / Workfile: <input type="text"/> Average: <input type="text"/> Cr Tests: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Assignments: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Tasks: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Group Work: <input type="text"/> Completed: / Workfile: <input type="text"/> Average: <input type="text"/> Cr Tests: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Assignments: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Tasks: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Group Work: <input type="text"/> Completed: / Workfile: <input type="text"/> Average: <input type="text"/>
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Group Work: (Groupwork counts 10% of each course. Copy the back hereof to use as a personal marking schedule.)

Your remarks: _____
 _____ Mark: %

Work File: (The Work File counts 5% of each course. Copy the back hereof to use as a personal marking schedule.)

Your remarks: _____
 _____ Mark: %

Declaration: I had sessions (state number) with the learner as B.Min Tutor. (Please sign when final.)
 I hereby confirm that all the reports/essays are the work of the learner. I understand the principles according to which _____ the above marking is performed. I have been in contact with the learner for sufficient time to make the above judgements.

Tutor Sig:..... **Mod Sig:**..... **Date:**/...../..... **Final Mark** %

The Tutor must find out who the student is through an interview in which the student does a self-description.

1. Please number the top 5 of the following outcomes in the order of the student's preference:

Visionary Leader	Delegator	Manager
Accountant	Administrator	Communicator
Preacher	Evangelist	Missionary
Counsellor	Pastor	Teacher
Entrepreneur	Theologian	Group Leader

2. Please number the top 5 of the following skills in the order of the student's preference:

Managing people	Teamwork	Facilitate meetings
Speaking clearly	Creativity, design	Word-processing
Negotiating	Organise Info.	Working with numbers
Caring for others	Argument/Debate	Selling ideas/goods
Teaching/Training	Making decisions	Writing reports/docs.

3. Please number the top 5 of the following qualities in the order of the student's preference:

Knowing God's Will	Compassion	Stewardship
Good Self-image	Servanthood	Active Witness
Self-control	Honesty	Devotion to Prayer
Handling Stress	Dependability	Obedience
Handling Money	Tenacity (endure)	Spirit-filled life

A special form called Student Profile is supplied for this. Next page.)

The tutor must have discussion sessions on 15 counselling topics with the student:

1. **Knowing God's will:** (Trust in God, being transformed, asking correctly, able to hear.)
2. **Self-image:** (Not selfish, humble, valuable to God, guilt-forgiven, made by God.)
3. **Self-control:** (Slow to anger, language, lies/truth, overcome depression, sexual passion.)
4. **Handling stress:** (Call on God, no fear, not anxious, prayer life, peace of God.)
5. **Handling money:** (Treasure in heaven, content, no two masters, sowing, tithing, honest.)
6. **Compassion:** (Acting loving towards others, exercises forgiveness.)
7. **Servanthood:** (Submits, willing to serve & be corrected, able to listen, willing to learn.)
8. **Honesty:** (Has high ethical standards, can be trusted, openness, speaks truthfully.)
9. **Dependability:** (Reliable, on-time, can rely on his/her word, delivers on promises.)
10. **Tenacity:** (Does not give up, has stickability, is persistent, follows through.)
11. **Stewardship:** (Uses endowed talents, gives portion of earnings back, develops self.)
12. **Witness:** (Based on Word of God, is always prepared, has confidence, living example.)
13. **Prayer:** (High level of devotion, regular habit, is victorious in prayer, relies on God to rescue.)
14. **Obedience:** (To God's will, living in purity, able to control tongue, measures up.)
15. **Spirit-filled:** (Acts boldly, shows the fruit, the gifts are in operation, well controlled.)

Groupwork Assessment Criteria (10%)

1. **Preparation** for groupwork/discussion was done
2. Gives full **attention** – is not distracted by side issues
3. Points raised are **listened** to and **considered**
4. Takes relevant **notes** and makes written references
5. **Partakes** fully and is not shy or withdrawn
6. Does not **speak** for more than a fair share
7. Good **contributions** are made during the session
8. Questions and comments are **relevant** to topic
9. Encourages other group members and facilitator
10. Knows what needs to be done for the next session

Workfile Assessment Criteria (5%)

1. **Neatness:** Computer skills, binder used – can add
2. Only documents relevant to the course are included
3. **Complete:** tasks, assignments, worksheets, notes
4. **Notes & articles:** research used in assignments
5. **Reports:** projects undertaken and tasks done
6. Group discussion journals are included; are useful
7. Related documents are kept together
8. Organized documents - a reference index is used
9. Preparation for and result of **own** activities
10. The file is presentable at all times

Notes: RPL is a request and may be denied. The Tutor must be in possession of copies of all qualifications listed or CV where experience is referred to under points 1-7. With each course RPL may be applied for by indicating an **R** and a number from 1 to 7 as the source of the RPL claim, e.g.: **R3**

Assignments are marked by the Tutor and may be required for moderation by CLT. Tests count for 60% of the marks and are obtained from the CU website using the CU student number and a password. Will notify when available on the Website.