

Network at the Administrative Headquarters in Ramona, CA. The material will be evaluated and if it meets the criteria required by Vision International College Australia, substitution will be approved.

Substitution is generally not recommended and is only approved in rare situations where an academic structure, qualified faculty, and highly developed curriculum already exist at the local Resource Center. All subject substitutions will first undergo review by the Academic Affairs Council and, upon approval, will be submitted for a second review by Vision International College Australia if accredited articulation is requested.

V. Matriculating for Accredited Awards

Upon completion of each year of study with the Vision International Extension Institute, Resource Center students are eligible to earn an accredited award with Vision International College Australia (see section II). Students must, however, submit “evidence” for their complete coursework for the required *Community Service Units*. Students who do not submit this evidence are ineligible to matriculate for an accredited award.

Students must submit evidence using the *Vision International Education Network Online Evidence Submission System*³. Students must have a valid Vision International Education Network Student ID Number to submit evidence. Upon submission, the evidence will be reviewed by the World Zone Leader to which the Resource Center reports or an assessor who holds an Australian Qualifications Framework recognized Certificate IV in Workplace Training and Assessment.

VI. Valid Evidences Include:

- Completed (VIEN Official) Study Guide
- Completed (VIEN Official) Exam
- A 5-7 page essay documenting service and strategies utilized
- A comprehensive journal documenting Community Service
- A letter from an organizational director, pastor, or authority under which the student served, thoroughly documenting the student’s activity

Year One subjects require the student to submit two evidences of service. Years Two and Three subjects require the student to submit three evidences of service.

All evidences must be in electronic format in either Microsoft Word (doc), Adobe Acrobat (pdf), JPEG, Rich Text (rtf), HTML (htm), or Plain Text (txt) format. Other

³ See VII to follow

document types may be rejected by the assessor if they are unrecognizable or unreadable by the assessor's computer.

All evidences not scanned must use the required Unicode font for the respective language provided on the Vision International Education Network website at:

- <http://www.vision.edu/resources>

If evidences are invalid, they will be rejected by the assessor and the student will be marked "Not Yet Competent" until acceptable evidence is submitted. Upon receipt of acceptable evidence approved by an assessor, the student will be marked "Competent" and the coursework for the subject will be recognizable by Vision International College Australia for matriculation into an accredited award program.

VII. Evidence Submission System

The link to the required Evidence Submission System can be found at the following location on the Vision International Education Network website at:

- <http://www.vision.edu/evidencesubmission>

Evidences sent by e-mail or hard copies are unacceptable and will be rejected. The evidence *must* be in electronic format in the Evidence Submission System. Instructions for students to submit evidences are included as exhibit 29 or as follows.

How to Submit Evidence for Your Coursework

An Easy to Follow, Step by Step Guide

Submitting Coursework Evidence (Undergraduate years 1-3)

If you are enrolled in the first three years of undergraduate study (Certificate IV, Diploma, or Advanced Diploma), you are required to submit evidence of your studies via the *Vision International Education Network Online Evidence Submission System*. The system is an easy-to-use virtual drop-box where you will submit your completed assignments for assessors to review. Your coursework evidence must be submitted and assessed before you are officially issued credit for a course.

What is Evidence?

"Evidence" is simply your completed coursework. It is called evidence because it demonstrates that you have completed the requirements of a specific course and achieved a certain level, competency related to that course. Evidence is very important, as it is a testimony to your achievement in your studies.

Preparing Your Evidence

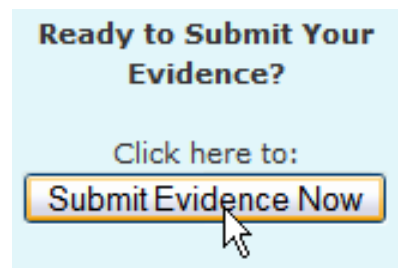
After completing the assignments (study guide and/or essay) and exams for a course, review them with your pastor or local leadership. Take time to discuss your completed assignments and ask for their input or suggestions before your evidence is submitted to the Vision International Education Network official assessors.

If you have questions regarding the format of your evidences, please contact us at support@vision.edu.

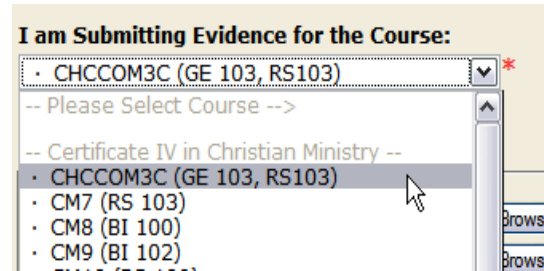
Submitting Your Evidence

You must submit your evidence electronically, using our easy-to-use *Vision International Education Network Online Evidence Submission System*. To begin, follow the steps below:

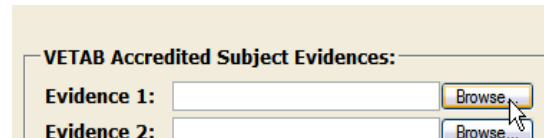
1. Point your web browser to the following URL:
www.vision.edu/evidencesubmission
2. Click the button labeled “Submit Evidence Now.”
3. Follow the instructions on the form carefully. You must include your official VIEN Student ID#, your name, your e-mail address, and your country of residence.
4. If you were given a six digit Submission Code, enter it in the space provided. Otherwise, leave this field blank.



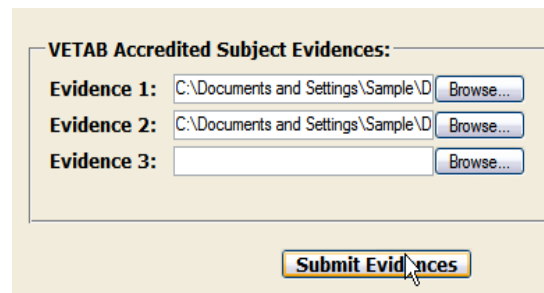
5. Select the course/unit for which you are submitting evidence. The VETAB Unit Code (listed on the course syllabus) is listed and the standard VIEN Course Number is listed in parantheses.



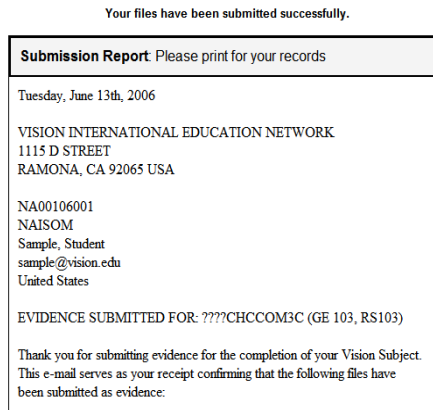
6. Click the “Browse” button to locate each of the evidence files on your computer hard drive.



7. When you have selected all of your evidences, click the “Submit Evidences.”



8. You will be presented with a confirmation page that your evidence has been submitted. The same receipt will be sent to your e-mail address, for your personal records.



Assessment of Evidences

Official Vision International Education Network Assessors will determine if your evidence demonstrates your competency in each course/subject. If your evidence demonstrates competency in the subject and you have met all of the criteria required by the course/subject, you will be marked “Competent” for that course/subject; if your evidence does not demonstrate competency, you will be marked “Not Yet Competent,” whereby you will be asked to revise your evidence and submit it again. Our desire is for you to succeed, to be fully competent in Christian Ministry. As long as you are equally committed to success, you will not, and cannot fail.