“Education is not filling a bucket but the lighting of a fire.”
William Butler Yeats
Contents

Welcome .................................................................................................................................................. 3
Nationally Accredited Courses ............................................................................................................. 4
Assessment Process ................................................................................................................................. 6
Making the Most of your training program ............................................................................................. 7
Getting Help ............................................................................................................................................ 7
Mutual Recognition ................................................................................................................................. 7
Appeals / College Fees ............................................................................................................................ 8
History of WBBC ....................................................................................................................................... 9
Welcome

Thank you for considering training with WONTULP-BI-BUYA COLLEGE Inc.

WONTULP-BI-BUYA COLLEGE is a nationally recognised training organisation registered in QLD through the Australian Skills Quality Australia.

Wontulp-Bi-Buya College Inc provides adult education programs for Aborigines and Torres Strait Islanders in Queensland. The College is the Queensland Partner of Nungalinya College, Darwin. Wontulp-Bi-Buya College is a network of people involved in regional programs and extension studies that aim to develop leadership and life in church and community.

Studies for Aborigines and Torres Strait Islanders

The main studies offered in Queensland and through our training hubs are:

- *Certificate III in Theology and Ministry (30885QLD)*
- *Certificate IV in Theology and Ministry (30938QLD)*
- *Diploma of Theology and Ministry (30939QLD)*
- *Certificate III in Addictions Management and Community Development (30941QLD)*
- *Certificate IV in Indigenous Mental Health (Suicide Prevention) (10466NAT)*

The purpose of this handbook is to provide you with a quick reference about the College and it’s National Accredited Courses.

*College Staff in 2015 –*

Principal: Rev. Victor Joseph  
Theology Coordinator: Mrs Merilyn Clark  
Community Development Coordinator: Mr Eddie Turpin  
Indigenous Mental Health Coordinator: Rev. Leslie Baird  
Field Officer: vacant  
Administration and VET Manager: Ms Davena Monro  
Office Assistant: Ms Roseanne Naawi  
Office Assistant: Ms Denise Mackey  
Accounts Manager: Mr Patrick Lopez

*Email*

College enquiry email address: mail@wontulp.qld.edu.au

*Phone – 0740414596 Fax – 0740414597*
Nationally Accredited Courses

All Wontulp-Bi-Buya College courses are Nationally Accredited; they are usually competency based which means that training and assessment or recognition of current skills and knowledge focuses on the development and recognition of a person’s ability to apply relevant knowledge and skills to perform workplace tasks to a specified standard.

Each qualification has a list of employability skills which describe the non technical skills and competencies that are important for effective and successful participation in the workforce. For each qualification there are specific employability skills listed under the following headings:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organizing
- Self management
- Learning
- Technology

These employability skills will be part of the assessment requirements of a nationally accredited course. A summary of the employability skills to be developed through a qualification can be downloaded from http://employabilityskills.com.au or at www.ntis.gov.au

It is important to note that the rules and requirements of a Unit of Competency and a qualification are applied to any client regardless of where they are, or the mode of training delivery provided. You could be a full time client in a classroom or the workplace or you could be applying for recognition of the skills and knowledge currently held.

Each Unit of Competency is made up of the following:

- Elements
- Performance criteria
- Required knowledge and skills
- A range of variables
- Critical aspects of evidence
- Any pre or co requisites (if applicable)

To be deemed Competent in any Unit of Competency you must be able to provide evidence of the required skills and knowledge to complete work tasks in a range of situations and environments, including simulated applications in the classroom over a period of time.

Evidence is the material proof that you have performed the specified competency or task to the required standard over a period of time. Your evidence requirements will be determined by the Unit of
Competency, employability skill requirements, industry expectations, Government regulations, and your qualifications and current experience. Evidence can take many forms and you will be required to present more than just one piece of evidence.

Examples of evidence could include one or more of the following:

- Specific assessments tasks set by your Assessor
- Observation reports
- Certificates and awards
- Examples of work completed or special projects
- Current licenses
- Position descriptions and performance reviews
- Third party reports
- Question responses
- Tests

Your evidence must also demonstrate the following:

- That you can do the job or task to the required standard
- Understand why the job should be done in a particular way
- Handle unexpected issues or problems
- Work with others ‘in a team’
- Do more than one thing at a time, e.g. perform the task and be aware of the occupational health and safety requirements
- Know the workplace rules and procedures

LOG BOOK for your Unsupervised activities:

- Self paced study: Completing the course project books and electives
- Research: eg. Talking to key people/organizations, visiting the library, reading reports.
- Field work: eg. Talking with traditional elders/ community members, interviews, writing reports and advocacy.
- Work experience/practice: eg. Employed work, voluntary work, working with community to identify and resolve community problems.
- Maintaining & protecting culture: eg. Learning & teaching languages, practicing ongoing traditional life styles, teaching the young generation their cultures.
- Creating and drawing up projects in the community
- On going practice of community organizing & development taught by the course.
Assessment Process

The assessment process will be explained in more detail at your course first session and will be available upon request to your assessor.

Recognition of Prior Learning (RPL)

You have the opportunity to apply for recognition of prior learning (RPL). This means that you can submit evidence for a Unit(s) of Competency and have it assessed by a qualified Assessor without completing the course or unit.

Wontulp-Bi-Buya College believes that no learner should be required to undertake a competency or element of a competency in a qualification for which they are already able to demonstrate satisfactory achievement of the performance outcomes stated in the endorsed training package or nationally recognised course.

Wontulp-Bi-Buya College aims to maximise the recognition of a learner’s prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific qualification or course of study.

If you think you have the necessary knowledge and skills to match a Unit(s) of Competency or a qualification at the required standard you need to contact your Course Co-Ordinator.

Any documents that you provide to support your claim of competency must be the originals rather than copies. Your original documents will be photocopied and handed back to you. It is also expected that any evidence submitted is your own and if the work of others, formally acknowledged.

Regardless of the type of evidence that you submit, Assessors must be confident that the evidence meets the following criteria:

- Meets the requirements of the Unit of Competency(s),
- Meets any Regulatory requirements
- Is your own evidence and can be authenticated
- That you can perform the competency consistently and reliably
- Is at the standard expected in industry and set out in the Australian Qualification Framework (AQF)
- Is sufficient to make a judgment about the above

Wontulp-Bi-Buya College is committed to ensuring that all judgments made by Assessors against the same competency standards are consistent. Your Assessor will examine the evidence that you present and then make a judgment on that evidence which will be either:

- **C** which means that you have been deemed competent against that Unit of Competency(s)
- **NYC** which means you are not yet competent.
Your assessor will advise you what you can do if you receive a NYC for your assessment task. If you are deemed not competent in your initial assessment, you are allowed a second attempt. However, if you are deemed not competent in the second attempt, you will be required to re-enroll. Please talk to your assessor if you have any concerns.

Making the most of the training program

It is very important to make the most of your training opportunity. Please note it is your responsibility to do this. To optimize your own learning and successful completion, undertake to do the following:

- Attend all classroom sessions and complete all required reading and learning activities
- Prepare well in advance of each classroom session
- Be a willing participant
- Work with fellow students
- Respect other people’s opinions
- Ensure you have a clear understanding of the assessment requirements
- Take responsibility for the quality of evidence that you submit to the Assessor
- Keep track of your progress including photocopy all study units you hand in (strongly recommended)
- Complete and submit all assessment tasks using good clear writing language
- Be willing to contact your trainer if you do not understand the training activity or assessment task

Getting help

At Wontulp-Bi-Buya College your Trainers and literacy support staff are your best support. If you are in need of some support please speak to them.

(DON’T BE SHY OR PRETEND THAT YOU KNOW IF YOU DON’T KNOW WHAT IS BEING TAUGHT!!!!!!)

Mutual Recognition

Wontulp-Bi-Buya College recognises qualifications and Statements of Attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework. Mutual recognition is a process where students show they have been assessed as competent for particular units or competencies. Students involved in the mutual recognition process must provide a statement of attainment from an RTO that meets regulatory requirements and shows the student as competent in the unit of competency. Wontulp-Bi-Buya College will recognise such statements of attainment of other RTOs and report these as credit transfer when applicable.

Wontulp-Bi-Buya College is committed to providing a learning environment that encourages clients of all abilities to participate and to successfully complete their training program. Wontulp-Bi-Buya College ensures that all training programs are delivered in accordance with the rules and regulations set out by the relevant regulatory body. If you require any special assistance please let any one of our staff and we shall endeavour to assist you further.

Wontulp-Bi-Buya College respects all students right to privacy and confidentiality.
Appeals

If you have a complaint, grievance or wish to appeal any decision while completing your training program Please contact the College Principal and request a documented process for you to access and follow.

College Fees and charges

All participants must fill out an enrolment form in the course brochure to be a student of the College (subject to approval by the Principal). A local church or Community Organisation that is willing to assist the student must sign as a Sponsor with a support person of the student/s.

It is highly recommended that students enrol in one course at a time. This is to avoid too much workload for the student and having a huge fee for their courses.

YOU MUST ENROL BEFORE 31ST OF MARCH IF YOU WANT TO STUDY

And

PAY A DEPOSIT FEE OF $120.00

*note: If you are unable to pay a deposit please contact the office immediately!

It is YOUR responsibility to enrol on time and check if your enrolment is correct.

If you enrol after the deadline, you may not be accepted as all course material including travel and accommodation would have already been finalised.

Wontulp-Bi-Buya College charges a course fee of $600.00 per calendar year (this does not include your student ID card @$20.00, graduation sash @$60.00 and graduation gown hire @$20.00). All Australian Indigenous students receive assistance from Centrelink to pay for their course fees. The fees cover all course material for the students.

All students are required to fill out their Abstudy assistance form at their first study block; WBB administration staff will assist you in this process.

Please be advised that you are enrolling for the whole course and the following information are for all students:

• If you cannot attend a particular study block due to family and work reasons. This also includes “sorry business” or other cultural reasons you must advise our office as soon as possible so that we can withdraw you from the units and no travel and accommodation is arranged.

Forms to withdrawal from a particular unit/s or the whole course can obtained from the College administration office.

You will however need to do extra studies so that you can finish within the course delivery time. WBB does not recommend students studying too long in a particular course. Please contact our office if you want to know further information.

Note: YOU will pay for any excess fees for not advising the College immediately that you’re not attending (including airfares already booked for you!)
History of Wontulp-Bi-Buya College

Nungalinya College was established in Darwin in 1973 by the Anglican and Uniting Churches. In the following years many Queensland people went to Darwin for church leader and community worker courses. Nungalinya staff also conducted church leaders courses in Queensland.

Discussions in Queensland

During 1980 the Principal of Nungalinya College, Rev. Dr. Robert Bos, held discussions with Aboriginal people and Church leaders in Queensland. It was first suggested that Nungalinya should locate a staff member in Queensland, possibly in Cairns or Townsville. As discussion went on, this developed into a proposal for a centre in Queensland with a full-time Co-coordinator as an extension of Nungalinya College. In addition to the Anglican and Uniting Churches, the Queensland Roman Catholics were also keen to be part of Wontulp-Bi-Buya.

Each of the three partner Church bodies was then invited to appoint six members to form an organising Council, at least half of whom would be Aborigines or Islanders. The appointments were made and the Council began to work out policies and directions.

Stage 1

The partner Churches agreed to provide funding support and Nungalinya College funded the staff position initially. In January 1983, the first Co-coordinator of Wontulp-Bi-Buya, Rev. Dr Robert Bos, came to live in Townsville, with the office below his residence. In April 1984, Mrs Dorothy Harris was appointed as the first Administrator, She served until the end of 1985 and was succeeded by Mrs Lurleen Blackman. The special contribution of these staff members was in working out and establishing the foundations upon which Wontulp-Bi-Buya has developed. In June 1986, the Rev. John Hewitson took up the position of Co-coordinator of Wontulp-Bi-Buya. Florence Smallwood served as Administrator in the second half of 1986 and was succeeded by Trainee Administrator, Joanne Pryor, in 1987. In 1986, a building was purchased for office premises at 48 Goodwin Street, Currajong.

Stage 2

During 1987, it became clear that servicing an extension education network through a centralised administration base was not as effective as hoped. John Hewitson’s contribution was particularly to decentralise the decision-making and planning processes. The Council decided to establish six Regional Education Committees for this purpose. This enabled more Aborigines and Islanders to be involved in decision-making, and encouraged increased ownership and participation by the partner Churches. At this time the Council undertook full self-support and began developing a constitution for separate incorporation of Wontulp-Bi-Buya in Queensland. However, following a review in 1987, provision was made for Wontulp-Bi-Buya within the Constitution of Nungalinya College, and Regulations for the operation of Wontulp-Bi-Buya were drawn up. The Council became the State Committee which was made up of representatives of partner Churches and Regional Education Committees.

Stage 3

By the end of 1987, Wontulp-Bi-Buya was not able to continue funding a full-time staff person and an interim arrangement was made with Calvary Presbytery from January 1988 to the end of 1989. Carmel McGrath was employed as part-time secretary/bookkeeper and Robert Bos acted as part-time Liaison Officer in return for part use of the office building and some secretarial services.

Stage 4

In January 1990, the Rev. David Thompson moved from the position of Extension Education Officer in Darwin to be Field Officer for Wontulp-Bi-Buya, based in Rockhampton. The appointment was a joint
arrangement with the Anglican Diocese of Rockhampton by which he spent time as Chaplain for Aboriginal Ministry in Rockhampton. The office building in Townsville was sold and a residence with office space below was purchased in Rockhampton. With travel funds from ABM and a car provided by the diocese, the Field Officer was able to travel and have closer contact with the Regional Education Committees. He was appointed full-time Field Officer from January 1993. The Lutheran Church Queensland District became a partner Church in Wontulp-Bi-Buya in 1993. Mr. John Waterton began leading modules of the Conference Organising course in Queensland in 1992. In 1993, a Working Group on Aboriginal Theology was formed. In 1994, Pastor George Rosendale was employed for a year as full-time Aboriginal teacher, and Alma Binsiar was appointed as casual Office Assistant. The numbers of students and residential course modules offered increased in 1994 as a result of increased access to Abstudy student benefits, and a further review of structure and facilities commenced. Alma Binsiar became Secretary (half-time) and Beth Lockyer was appointed casual Bookkeeper in 1995.

Stage 5
In September 1995, Wontulp-Bi-Buya became registered in Queensland as a Private Provider. Pastor George Rosendale continued to teach from his retirement and was awarded a Diploma of Theology honoris causa. In 1996, Wontulp-Bi-Buya was restructured with a State Management Committee, A State Education Committee and six Regional Education Committees. Studies for the Associate Diploma of Theology are extended to a 3-year part-time program. Wontulp-Bi-Buya faced setbacks in April 1996 when Abstudy funding for student residential costs was withdrawn by DEETYA for residential studies in Queensland. Funding was still provided for students to travel to the Darwin campus for studies. Students enrolled for Certificate in Community Organising and Associate Diploma of Theology studies travelled to continue studies at the campus of Nungalinya College. A more limited program of studies for the Certificate in Theology and Associate Diploma of Theology continued in Queensland, and regional education committees were reactivated to provide local study programs.

Stage 6
In 1998, Abstudy benefits were regained for the residential program of theological studies in Queensland. Enrolments increased and Conference Centres at Crystal Creek and Yungaburra became the main campus facilities in Qld. Discussions during the year focused on preparing for incorporation in Queensland, the most strategic location of the State Office and the need for our own residential facilities. The State Office was relocated to Cairns in July and draft Rules for incorporation was approved in August and circulated to partner Churches.

Stage 7
On February 24, 1999, Wontulp-Bi-Buya became incorporated in Queensland as Wontulp-Bi-Buya College Combined Church Indigenous Training and Research Centre Inc. The Rules describe the College as the Qld Partner of Nungalinya College, Darwin. The Rev. David Thompson's position was reclassified as that of Principal. Kate Hunter and Angela Dunne were appointed as Literacy Support Workers to assist at residential, and some senior students and graduates identified as Trainee Teachers. The Certificate III in Community Organising commenced in Qld in June 1999 led by Alan Randell and Gloria Paterson. In August 1999, Dr Barry Paterson was appointed as half-time Theology Teacher, and this increased to 3/4 time in 2001.

Stage 8
Mr John Waterton recommenced as Assistant Coordinator for Community Organising in June 2000. In September 2000, the College held 2 weeks of studies at Yorke Island in the Torres Strait Islands for the first time. Increased enrolments have followed from this region.
In October 2000, an arrangement was finalised with The Young Australia League to share the use of facilities at Tropicana Lodge, Cairns for office and campus facilities.
Stage 9
In June 2001, the Management Committee appointed the Rev. Michael Connolly as the first Indigenous Principal (on an honorary basis). The Rev. David Thompson was then appointed Assistant Principal/Academic Coordinator. Bethalia Tabuai commenced as Administrative Assistant in July 2001 (until June 2006). The Association was renamed Wontulp-Bi-Buya College Inc. on 5 October 2001. Rosemary Morrison commenced as Literacy Support Worker in February 2002 (replacing Angela Dunne), and Caroline Doyle commenced as Assistant Coordinator (Community Organising) in June 2002, assisting John Waterton, now Coordinator. The Torres Strait Regional Education Committee was formed in April 2002.
Judith Hathaway commenced as Registrar in February 2003 until May 2006.

Stage 10
Increased costs for the use of Tropicana Lodge and loss of staff funding through World Vision in 2003 forced the College to relocate at the end of November. Rooms were rented for office accommodation at the Lutheran Church Hall at 472 Severin Street, Manunda in Cairns. Residential studies for 2004 were arranged at Camp Tinaroo, New Life Pastures, Kennedy, and at The Grove Motel in Cairns. In November 2003, new Coordinators were appointed for Community Organising Coordinator – Mrs Caroline Doyle Assistant Coordinator – Mr Harold Doyle. Accreditation was gained in December 2003 for a new course called: Certificate III in Community Organising and Development. Priscilla Go Sam and Renee Luff began to assist in Literacy support in 2004. Renee only continued from 2005 to the end of 2006. Negotiations to renew the relationship with Tropicana Lodge commenced in June and studies again held there from July 2004. A new agreement for DEST funding of student costs was delayed in the first half of 2005, disrupting the delivery of Certificate level studies for 6 months. In October 2005, The Rev. Leslie Baird was appointed Course Coordinator for Certificate III in Community Organising and Development. First delivery of the course began in 2006. In May 2006, Melissa Bann commenced as Registrar and Daniella Crowe as Administrative Assistant. The administration offices moved into the newly renovated Lutheran Church Hall in November 2006.

Stage 11
The Rev. Desmond Rumble was appointed Principal from 23 January 2007. The Rev. Michael Connolly continued as Assistant Principal/Field Officer (honorary) and The Rev. David Thompson continued half time as Academic Support and Accounts Manager

Stage 12
In 2008, Both Rev Des Rumble and Rev Barry Paterson resigned and the College appointed Rev Victor Joseph as the Acting Principal until such time of his probationary period has expired and the completion of his DTH studies. Mrs Natalie Newie became the Admin assistant with Ms Daniella Crowe becoming the Administration Officer. Towards the end of 2008 Mr Eddie Turpin was employed as our trainee Community Organising and Development Coordinator under the mentoring of Rev Les Baird. Rev Les was transferred to the Coordinator of two new courses the Cert III in Alcohol and Other Addictions and Cert IV in Alcohol and Other Addictions Counselling.

Stage 13
Rev Victor Joseph was appointed fulltime as the Principal of the College and Mr Patrick Lopez employed part-time as the Accounts Manager. Rev David Thompson scaled back his hours to part time to assist the staff in a transfer of duties; this enabled a smooth transition without having any impact on the College life. Ms Nola Graham commenced as the new Admin Assistant with Mrs Natalie Newie resigning. Mrs Evelyn Parkin from Stradbroke Island was appointed as the College Theology teacher for 2009 and Wontulp-Bi-Buya College was very fortunate to be part of the 40th commemoration service of Pastor George Rosendale receiving his Honorary Doctorate in the Lutheran Church.
Stage 14
2010 brought significant changes in how the College functioned; no longer were we able to facilitate our courses through Nungalinya College for funding as changed in the Away From base guidelines made that impractical. The only option was to re-directing our submissions to DEEWIR in Canberra. Ms Davena Monro was employed as the new Administration Officer due to Daniella Crowe resigning from her position.

Stage 15
2011 saw the delivery of the new Theology courses and a new combined course of the Cert III in Addictions Management and Community Development. The Management Committee endorsed the 5yr Strategic Plan and the implementation of this plan is progressing well. Unfortunately Mrs Evelyn Parkin resigned from her position as the Theology Coordinator; she has decided to move back to Stradbroke Island to be closer with her family.

Stage 16
In 2012 we saw Ms Nola Graham leave Wontulp-Bi-Buya College due to family commitments; Nola started has has a trainee and progressed to obtaining her Certificate III in Business Administration and a permanent position as our Administrative Assistant. She became an invaluable staff member. With Nola leaving we gained Ms Soraya Mooka in March has has the new Administrative Assistant and we all look forward to working with Soraya and assisting her transiting into her new role. However, Nola came back working for us on a casual basis! Through the establishment of the “training hubs” we were able to have join us past graduates who were interested in teaching at our College (see 2012 newsletter).

Stage 17
2013 brought new admin staff to the College with Roseanne Naawi and Denise Mackey starting at WBBC in the role of Administration assistants. This was also the start of a new course development of the Certificate IV in Indigenous Mental (Suicide Prevention). Student enrolments increased with students arriving from many parts of Australia. The College negotiated accommodation and meals at the Cairns Tropical Garden Motel and this was the home for our students whilst they were studying in Cairns.

Training Hubs were established at St Paul’s, Bamaga, Wuja Wujal and a partnership with LITE (Lismore Catholic Diocese). Our new Theology CoOrdinator commenced as a volunteer (Mrs Merilyn Clark) bringing with her academic skills and a wealth of theological knowledge from her past life as a lecturer at St Mark’s College (Charles Sturt University).

Wontulp-Bi-Buya College ended 2013 with a 30yr celebration with the graduation of College students. It was the highlight of the year!!

Stage 18
2014 began the first course delivery of the Certificate IV in Indigenous Mental Health (Suicide Prevention). The enrolments for this course totaled in 23 students graduating. Not bad for a first year course delivery, this shows the importance of this course and how it is desperately needed in our society.

Wontulp-Bi-Buya College began the process of re-accreditation of the Cert III THM we should know the outcome in 2015. Our student numbers grew more this year and it is a testimony to staff and especially our people desiring to learn more here at WBBC. Our staff movements were stable in 2014 with additional support staff coming on board throughout 2014 to assist the College Coordinators. 2014 ended with a great celebration of the graduation at Cairns Colonial Club resort!!

Stage 18
2015......
WE LEARN SOMETHING FROM EVERYONE WHO PASSES THROUGH OUR LIVES. SOME LESSONS ARE PAINFUL, SOME LESSONS ARE PAINLESS, BUT ALL ARE PRICELESS!!!

Author unknown.