

Frequently Asked Questions (PTC)



Question	Answer
Course	
What is the PTC?	The Preliminary Theological Certificate (PTC) is an inexpensive, flexible, unaccredited course designed to help you grow in your personal knowledge of God's word.
Why should I do PTC study?	The PTC has been designed to provide a low-cost way of beginning theological studies and can provide a valuable foundation for further theological studies. It will build your understanding and appreciation of the biblical, theological and historical foundations of the Christian faith.
What is the structure of the PTC?	Three levels with six units in each level. You can find out more information from the handbook or on the PTC webpage .
What level of study is the PTC?	The Australian Government has established a qualifications framework with levels for accredited courses. The PTC is not an accredited course and so has no official level. However, the PTC could approximate Australian Qualifications Framework (AQF) 1 or 2.
Can I get credit for any other Moore College courses from the PTC?	The PTC is an unaccredited course. Therefore, there is no formal credit towards other Moore College accredited courses. However, the PTC has been designed to provide a low-cost way of beginning theological studies and can provide a valuable foundation for further theological studies.
Are there any admission requirements?	There are no admission requirements for the PTC.
Is there is recognition of any prior learning for the PTC course?	<p>You may apply for advanced standing in up to two PTC units per PTC level, if you can demonstrate that you have completed previous study with equivalent content.</p> <p>Refer to the PTC Units Contents Summary for a detailed overview of the content of each PTC unit.</p> <p>To apply for advanced standing, compare the content of your previous unit of study and the PTC unit contents. Please provide documentation (such as transcript and detailed syllabus) from your previous academic institution to show the completion and equivalent content of your previous unit of study and email your request to distance@moore.edu.au .</p> <p>Former CCS students transferring to the PTC course can have completed CCS Ministry and Church History 2 units credited as elective units.</p>

Do I need to complete the units in order?	<p>It is not compulsory to do PTC units in a particular order, however <i>Introduction to the Bible</i> and <i>Promise to Fulfilment</i> are the recommended starting units as they provide the biblical and theological perspective undergirding the rest of the course.</p> <p>The PTC units are broken up into three levels. The recommendation would be to complete the units in each level, before choosing units from other levels. This way you earn a graduation certificate for each level before going on to the next level.</p>
How can I qualify for an award in the PTC?	To successfully complete a level, you will need to pass the exams for all six units in a level.
Are there different types of PTC?	
What is a PTC level?	There are three levels in the Preliminary Theological Certificate (PTC). A level is made up of six PTC units.
Do I need to pass 18 units to receive the PTC?	No, the PTC units are divided into into three levels. As you successfully complete the 6 units in each level, you graduate with a PTC Level 1, PTC Level 2 and PTC Level 3 certificate to formally recognise your achievement.
What award will I receive when I graduate?	The PTC units are divided into into three levels. On successful completion of the units in each level, you graduate with a PTC Level 1, PTC Level 2 or PTC Level 3 certificate to formally recognise your achievement.
Study	
Can I study outside of my enrolment period?	You only have online access to your PTC unit during the 6 month enrolment period unless you also have a PTC Subscription. A PTC Subscription can give you non-enrolled (reading) access to all online PTC units. Some people study with a PTC Subscription and then enrol in the unit they wish to do an exam in.
How will I know when my enrolment or subscription ends?	This information will be given to you when you enrol or subscribe. You can also check via the self-serve student portal MyMoore
How many hours of study per week are recommended for each PTC unit?	<p>Each PTC unit may require about three to five hours study per week. The workload per week will vary between students and your particular approach to study and also prior knowledge and how fast you want to complete the unit.</p> <p>Each PTC unit used to be completed in a 12 week term. From 2019 students are given 6 months to complete each unit - a generous amount of time to allow for things which crop up (like sickness and holidays).</p>
How long do I have to complete a unit?	6 months from the start date of your unit enrolment in that unit. However, you are welcome to finish your PTC unit early, since you can take your online exam at any time before the 6 month enrolment period ends.
Is there a deadline for finishing the PTC course?	There is no deadline to complete all the units. The PTC course can be done at your own pace, meaning you can take a break from studying and then come back to it if you wish. Successfully completed units will still be counted towards your PTC certificates for each level.

How do I see my online study materials?	You can access the online PTC notes and quizzes via the Online Learning Environment
What is the advantage of using the Online Learning Environment to study (Not just reading the PTC notes)?	The OLE contains quizzes, that help to consolidate your learning and give you practice with the multiple choice questions that are used in your exam. There are useful links and other resources available online. Enrolled students can also participate in the student discussion forum.
Do I have to do tests for each chapter?	The tests originally belonged to the ITS course. They are not compulsory for the PTC. The tests can only be done once but they are not counted towards your final mark.
What units would I need to study to become a community chaplain?	Four PTC units (<i>Introduction to the Bible, Promise to Fulfilment, New Testament 1 and Doctrine 1</i>) may be used to fulfil the academic requirements for community chaplaincy. To confirm the requirements for community chaplaincy contact Evangelism and New Churches http://www.newchurches.org.au/community-chaplaincy.aspx .
Enrolment	
How do I decide which unit to enrol in next?	<i>Introduction to the Bible</i> and <i>Promise to Fulfilment</i> are foundational units as they provide the biblical and theological perspective undergirding the course. There two units are the recommended starting units. Then, you can enrol in a unit of the PTC level you are currently in. You could also study according to what you are learning at church or Bible study.
Do I need to wait for 6 months before I can enrol in my next PTC unit?	There is no need to wait for one enrolment to end before you start your next as it is possible to have overlapping enrolments. For example if you enrol in Ephesians on 1 st January, although the enrolment period goes until 1 st July, you might want to do the Ephesians online exam in April. You could then start your John enrolment on 1 st May, and your John exam would be due 6 months later, on 1st November.
How far ahead can I enrol?	The Online Registration Form allows you to choose a start date for your 6 month enrolment up to 12 months ahead.
How do I know what Start date to choose?	Your Start Date is when your 6 month online enrolment access to your PTC unit will commence. Your Start Date and Exam date must be less than 6 months apart (i.e. within your 6 month enrolment period). You need to choose a Start Date which is less than 6 months before when you do the exam. E.g. you would choose a Start Date after May, if you plan to do the exam in November. If you are going to do a paper exam

	during the November 22-28 paper exam window, the earliest Start Date you could choose would be May 29 th .
When can I enrol in a unit?	You can enrol in a unit anytime using the Online Registration Form .
Can I extend my enrolment beyond the 6 months?	No extensions are available beyond the 6 month enrolment period. Enrolment expires after 6 months from your nominated start date for the unit.
How much does it cost to enrol in the PTC?	A basic PTC Unit Enrolment costs \$45. The PTC Subscription costs \$48 per annum.
How can I pay for my enrolment?	When you enrol online you can pay by credit card or PayPal.
How do I know if I am currently enrolled in a unit?	Check your enrolment status through your MyMoore portal.
Can I swap my enrolment in one unit for another?	You can only change or swap a unit before the 6 month enrolment period start date for the unit begins.
Is there a limit for how many units I can do at once?	This depends on your life situation and other demands on your time. Moore College recommend doing no more than one to two units in the same enrolment period. The majority of of students enrol in one unit at a time.
Am I able to get credit for previous study?	You may apply for advanced standing to be given for equivalent study completed at another institution by contacting
What is an offline unit?	An offline unit is one that is not yet available on the Online Learning Environment (OLE). In these cases, the printed PTC notes are included with the enrolment fee and are sent to you. The exam format for offline units is paper exam consisting of short answer questions (up to half page answer). The exam paper is sent to your exam supervisor.
Which offline units are available?	Doctrine 3, New Testament 4 and Apologetics are offline units.
How can I enrol if I can't use the online form?	Use a paper Registration Form PTC
Assessment	
Why should I do an exam?	We encourage students to do exams as it is motivation to really learn the material and consolidate learning. By completing exams students have the satisfaction of earning a certificate at the end.

What types of assessment are there?	Most online units have exams with 60 multiple choice questions. The three units which are not yet online (Doctrine 3, New Testament 4 and Apologetics) have paper exams with short answer questions.
What exam formats are available?	Online and paper exams are available for all online units. Paper exams are the only format available for PTC units which are not yet online.
How long does an exam take?	Exams are 90 minutes long.
Can I take a Bible into my exam?	Yes, but electronic Bibles are not permitted.
What translation of Bible do I need to use?	There is no set English translation. Study notes and exams are based on the New International Version (NIV).
Why are exams now multiple choice?	It enables feedback to be given to students faster. Students can also get practice before the exams by working through the quizzes.
Why do some questions have multiple correct answers?	The integrated nature of the PTC's theological content often requires students to understand multiple different but related concepts at once. Using multiple choice questions which involve multiple right answers allows us to test a student's ability to recall multiple related ideas simultaneously. In taking this approach to multiple choice questions all key learning points are treated equally and are worth the same marks.
Are questions that require more than one answer clearly marked?	Students are not told how many correct answers there will be for each multiple choice question and should consider every option carefully when selecting their answer/s.
In the exam are we tested on the extra resources in the OLE?	No. The exam covers the content of the PTC unit notes only.
How do I prepare for an exam based on multiple choice questions?	The exam questions are drawn from exactly the same bank of questions used to generate the online quizzes. A great way to prepare for the exam is to do the online quizzes within each PTC unit on the Online Learning Environment. The quizzes contain detailed comments which help to explain the unit content. So doing the quizzes gives you both a way to deepen your learning of the unit content and experience in doing the multiple choice questions.
What is the advantage of an online exam?	Online exams are available throughout your 6 month enrolment period. This gives you more choice about when you do the exam. Online exams also do not require an exam supervisor. Paper exams require an exam supervisor and the opportunity to do paper exams is limited to 2 weeks out of your 6 month enrolment period.

Where can I find online exam instructions?	Full Online Exam Instructions can be downloaded from the OLE (with answers to common questions and problems at the end)
Why can't I access the online exams?	If your PTC Unit Enrolment is out of date or you are studying via a PTC Subscription you do not have access to exams.
Where can I find the password for my online exam?	Exam passwords are located in OLE, in the Revision section of your PTC Unit. Click the grey Exam Password Details link.
What if my exam password doesn't work?	If you are still within the 6 month enrolment period, visit the Revision section of your enrolled unit and use the Exam Password Details link to check you have the correct password. The password has a 3 digit number format.
What is the difference between a paper exam and an online exam?	<p>The same sorts of multiple choice questions are used in paper and online formats.</p> <p>Paper exams also require a paper exam supervisor. Paper exams are sent out to your supervisor who supervises you as you sit the exam. The paper exam must be completed in an available paper exam window.</p> <p>Online exams do not need a supervisor and can be done anytime within your 6 month enrolment period.</p>
What if I can't complete my exam before my enrolment ends?	The exam is only available during your 6 month enrolment period. You will need to enrol in the unit again if you wish to do an online exam. You can send back a paper exam late, however marking will be delayed for papers returned outside of the paper exam windows.
Can I change from an online exam to a paper exam after I have already enrolled?	<p>Yes, if there are paper exam window options which are still available before your enrolment ends. Eventually you will be able to do this through MyMoore, but in the meantime please contact Moore Distance with your credit card details.</p> <p>Paper exams cost AUD\$15.00. Paper exams are organised and posted 5-6 weeks before each exam window, so please order your paper exam well before your nominated paper exam window.</p>
Do I need an exam supervisor?	Only if you are doing a paper exam.
What does an exam supervisor do?	An exam supervisor receives the hard copy exam paper and ensures all conditions of a paper exam are met by the student doing the exam.
Can I swap my paper exam to the next paper exam window?	It depends when your enrolment period started. There are only two paper exam windows available during your 6 month enrolment period. If there are no alternate paper exam windows available simply do your exam online before your 6 month enrolment period ends.
How can I swap to my alternate paper exam window?	You can swap to your alternate paper exam window option through MyMoore , while your second paper exam window option is still available and if your paper exam has not already been sent.

Will my paper exam be marked if I send it back late?	If a paper exam is completed outside of exam windows, you may still return your paper for marking, however marking will be delayed and therefore there will also be a delay in processing your results.
Why don't I need an exam supervisor for online exams?	Online exams are automatically timed.
What do I do if I am ill or there is an emergency during my online exam?	Contact distance@moore.edu.au as soon as possible. You may be able to do the exam another time.
Can the timer be paused (e.g. because of an emergency or disruption)?	No. Once the online exam attempt is started, the timer cannot be stopped.
My exam window or browser closed unexpectedly. What should I do?	Re-open your exam asap. You may need to log in and re-enter the exam password. The timer will keep going, so some time will be lost. Some answers may be lost if they were not saved.
What is the advantage of doing the quizzes?	The quizzes contain detailed comments which help to explain the unit content. So doing the quizzes gives you both a way to deepen your learning of the unit content and experience in doing the multiple choice questions.
What is the difference between quizzes, tests and exams?	<p>Quizzes are designed to consolidate your learning and prepare you for an exam. They can be repeated as many times as you want.</p> <p>Tests can only be done once. They do not contribute towards the final mark but you are welcome to do them as a way of preparing for the final exam.</p> <p>Your final mark is based on one exam, which can only be attempted once, before the end of your 6 month enrolment period.</p>
What do I do if I have problems during the exam	Save your attempt and contact Distance.Help@moore.edu.au
Can I review my online exam attempt once its been submitted?	We are not currently set up for students to review their exam attempts. Instead we've developed the exam result email, which comes with detailed feedback on what was well answered or areas that need further work.
What is an "open book" exam?	An open book exam means you can bring notes into the exam. In the case of PTC exams, you may bring the printed PTC notes into the exam.

Can I take notes into my PTC exam?	PTC exams are open book, as it is impossible to enforce a closed book rule without supervisors present. This means you can take your printed PTC notes into your exam. However, students who really want to test themselves are encouraged to do the exam without any notes at all.
Will I get a certificate after my exam?	Certificates are not issued after each PTC exam. Certificates are awarded when a student finishes each level of the PTC.
Why can't you make an exception for my situation?	Providing exceptions to the normal enrolment and course related processes has flow on effects into other aspects of Distance course administration. Feel free to discuss your situation with us and we will do our best to advise you.
Can I use an iPad to do my exam?	We don't recommend using ipads for exams. If this is your only option, we suggest you do the revision quiz on the same device to test it, make sure it is well charged, and the WiFi signal is strong and steady.
Marking	
Can I use an iPad to do my exam?	We don't recommend using ipads for exams. If this is your only option, we suggest you do the revision quiz on the same device to test it, make sure it is well charged, and the WiFi signal is strong and steady.
What is the pass mark for the exams?	Each exam has a pass mark of 50%.
How are the multiple choice questions marked?	<p>The following marking principles apply to multiple choice questions:</p> <ol style="list-style-type: none"> 1. All exam questions are of equal value. 2. Many exam questions have multiple correct answers. 3. Most questions also have multiple incorrect answers. 4. To deter students from simply selecting every option, marks are deducted for selecting incorrect options. This is negative marking. 5. Marks are not deducted for missing correct answers. 6. The correct options within a question have equal value and together make up 1 mark. All correct options must be selected to receive the full mark. 7. All incorrect options in each question have equal value. 8. If all incorrect options are chosen, the maximum that can be deducted is -1 mark. 9. The final mark for each question is calculated from how many correct and incorrect options were chosen. <p>Exam Tip If you are unsure of an option, do not select it. That way you will avoid negative marks.</p>
What is the difference between missing a right answer and getting an answer wrong?	Missing an answer (i.e., failing to select a correct answer) indicates that there is something that a student does not know. Selecting an incorrect answer indicates that there is something that the student thinks is true but isn't really true, that is, the student is in error. The marking system treats error as more serious than ignorance and therefore marks are subtracted when wrong answers are chosen but no marks are lost for missing right answers. Tracking wrong answers and missed right

	answers allows us to assess which sections of the unit need further attention and provide detailed feedback to students after their exam.
Why are marks lost for having wrong answers?	Using a marking system in which marks are lost for selecting wrong answers is necessary once students are allowed to make multiple selections in individual questions. Were this not allowed then a student could simply select every possible option for every question and thereby guarantee that they had in the process selected all the correct answers. Put another way, losing marks for wrong answers is required by allowing multiple right answers, which is in turn required in having the questions conform as closely as possible to the content of the teaching notes.
Results	
How do I get my exam results?	Exam results for online PTC units are sent as a feedback email. Exam results for units that are offline (Doctrine 3, Apologetics and New Testament 4) are also sent by email.
When do I get my results?	Online exams – within two days of exam Paper exams – within two weeks of your paper exam being received by College. If your paper exam was returned late, the marking process will be delayed.
How can I see my results for previous units?	Students can see the results of their previous units on the self-serve student portal MyMoore .
Why is my latest result not showing up on my My Moore profile?	All but your most recent result will be visible in MyMoore . Results will show up as they are periodically released throughout the year.
What are my options if I fail my exam?	You are welcome to enrol again if you wish to re-attempt an exam. Contact distance@moore.edu.au for more information.
Graduation and Course Progress	
How do I know which units I have left to complete the course?	Visit MyMoore to view your transcript which shows your completed units. This will help you work out which units you have left to complete for each level. The PTC units are listed according to their levels on the website and in the PTC Student Handbook.
What do I receive at the end of the course?	There are three levels in the PTC. At the successful completion of each level of the PTC, you will receive a certificate to recognise your achievement.
Will I receive a PTC Level 2 certificate (or PTC Level 3 certificate) if I have not finished PTC Level 1?	Unfortunately, completing each PTC Level is a precursor to the next PTC Level in our Graduation rules. This means we cannot provide a certificate for Levels 2 and 3 until the earlier level/s are completed.

What if I am unable to attend the graduation event?	Your certificate and transcript will be sent to you after Graduation if you are unable to attend.
What can I do after I finish the PTC?	You could start a PTC group and encourage others to study. You could also consider studying at Moore College full time, or the online Diploma of Biblical Theology.
Can the PTC be used as credit towards further studies with Moore College and other institutions?	<p>The PTC provides a solid biblical grounding for people who want to go on to further study. However the PTC is an unaccredited course and as such it cannot be used for credit or advanced standing into accredited courses.</p> <p>An accredited course is a government recognised qualification within the Australian Qualifications Framework. This means the course meets a particular level and standard as determined by the Australian government.</p> <p>The PTC course has a strong history of quality education and Moore College continues to offer it as a very affordable alternative to our accredited courses.</p> <p>Moore College offers an accredited distance course, the online Diploma of Biblical Theology. The DBT course is at a higher level and can be used for advanced standing. See: https://www.moore.edu.au/courses/diploma-of-biblical-theology/</p>
Books and Postage	
Are the printed notes any different from the notes provided online?	Most of the PTC printed notes are in book form. The most recent edition of the printed PTC notes contain the same content as the online notes.
How frequently are the PTC notes reviewed?	The PTC notes are rostered for review on a rotating basis over a number of years.
How can I purchase a copy of the printed PTC notes?	Select the printed PTC note option when you enrol online. Group Leaders can purchase printed PTC notes using the Group Registration Form .
Are all the PTC units available in book format?	Most of the PTC units are available in a bound book format, however Doctrine 3 (The Church), New Testament 4 (Apostolic Writings) and Apologetics are only available as printed A4 notes.
Can I purchase a copy of the notes without enrolling?	A 12 month PTC Subscription gives you access to the online notes for all online PTC units. Coming soon – you will be able to purchase printed PTC notes through the College Store: http://store.moore.edu.au/
When should I expect my printed PTC notes to arrive?	For Australian residents printed PTC notes should arrive within two weeks of enrolling. For international students it varies and can take longer.

Can I print the online notes without breaking copyright?	You are welcome to print the PTC notes for your own use only. Print-specific formatting will be applied and your details will be added to the top of your printouts. Another option is to purchase a hard copy of the printed PTC notes via the College Store: http://store.moore.edu.au/
What do I do if I think the PTC notes are incorrect.	Please make a note, clearly identifying the unit, lesson number and questions and send your feedback to distance@moore.edu.au
What will it cost to send a book? Postage?	There is a \$5 Postage & Handling fee per book. International postage varies.
Are the suggestions for further reading compulsory?	The suggestions for further reading are for your interest only. The further reading does not form part of the exams. The exams are based on the content of the PTC notes only.
How can I obtain the recommended reading material?	<u>Myrrh</u> Copyright permitted portions of the recommended books are scanned and available on the Moore College Library site called Myrrh. Go to https://sso.moore.edu.au/cas/login?service=https://myrrh.library.moore.edu.au/cas-login . Login as a distance student using your OLE login details and see if any of the books you want are there. <u>Other suggestions</u> You could try to purchase recommended books from your local Christian bookshop.
Technical Issues	
Why can't I log in?	You can only log in when you have a current PTC unit enrolment or PTC Subscription. If there is a maintenance period, there will be a notice on screen when you try to log in. One tip is to make sure you are pasting your student number and password in text format and make sure there are no spaces.
How do I get my password?	Your password is emailed to you following your registration.
How can I reset my password?	You can reset your password through the student self-serve portal MyMoore or here: https://my.moore.edu.au/Home/Assistance Try clicking the 'forgot username or password' link.
How can I update my details?	Use the self-serve student portal MyMoore (MyMoore instructions are in the How to use MyMoore document)
I just changed my password, how long should I wait before I can login to the OLE?	You need to wait 30 minutes before you can login.

What do I do if my password is not working?	Go to the MyMoore log in page and click the 'Can't access account' link. You will be able to reset your password.
How can I update my supervisor details?	Use the self-serve student portal MyMoore (MyMoore instructions are in the How to use MyMoore document)
What if my supervisor cannot supervise my exam?	<p>You can nominate a new exam supervisor up to five weeks before your nominated paper exam window through the MyMoore self-serve student portal or by emailing distance@moore.edu.au with your new supervisor's name and contact details.</p> <p>If your exam paper has been sent and your supervisor suddenly cannot supervise you, please ask your supervisor to give your exam paper to someone else. This person can supervise you during the exam. They just need to return your completed exam to Moore College to sign and return the Exam Verification Form.</p>
Can exam papers be resent?	Exams papers are issued once per unit enrolment. A fee will be charged to re-issue missing exam papers.
What can I do if I suddenly can't see my unit.	If your PTC unit suddenly 'disappears' from the OLE, try closing and re-starting your web browser before re-logging into the OLE. Invariably it will appear again as usual.
What shall I do if I can't see my exam?	Check MyMoore to see whether you have a current enrolment.
Why can't I see my completed PTC units anymore?	You only have access to your PTC unit during the 6 month enrolment period. Once your 6 month enrolment period has expired, you can purchase an annual PTC Subscription to maintain online access to your completed PTC units.
What is a Student Discussion Forum?	The Student Discussion Forums are in the OLE. Each PTC unit has one of these so that students can discuss what they are learning. All students can subscribe and receive notifications of any posts but you can only post if you have a current enrolment.
How do I subscribe to a Student Discussion Forum?	<p>To subscribe to the Student Discussion Forums...</p> <ol style="list-style-type: none"> 1. Open your PTC unit 2. Open the General Resources section 3. Click on the Student Discussion Forum link 4. Click on the settings wheel dropdown arrow 5. Select the Subscribe to this forum option.
How do I unsubscribe from a discussion forum?	Click 'Unsubscribe from all forums' at the bottom of any forum email.
Why can't I post to the Student Discussion Forum?	Only students with a current enrolment can post to the Student Discussion Forums.

What is the Helpdesk forum?	The Helpdesk forum is in the OLE and allows students to ask general technical and course-related questions in a forum setting, which can benefit other students.
How do I subscribe to the Helpdesk forum?	You automatically become subscribed if you post in the Helpdesk Forum (this means that you can see any replies to your post). To subscribe yourself to the Helpdesk Forum... <ol style="list-style-type: none"> 1. Click on Helpdesk button located on the Dashboard 2. Click on the Helpdesk Forum link 3. Click the Settings wheel dropdown arrow 4. Click Subscribe to this forum
I can't access the eReadings on the OLE?	Clicking on an eReading from the unit page will open a new page. eReadings reside in a separate system and you need to re-enter your OLE login details the first time in a session that you click on an eReadings. eReadings are PDF documents and, depending on your web browser settings, may not open within your browser. They may be downloaded to your computer (check your Desktop, Downloads, or Documents folders) or opened in a separate application such as Adobe Acrobat Reader. You might also try a different browser. If you see a blank page, scroll down and check for a link labelled 'Direct link to this file'.
I can't access the OLE because the home page says it is in 'maintenance mode'	Sometimes we need to close access to the OLE to do maintenance on the site. See the calendar on the OLE for scheduled maintenance dates. When we need to do unscheduled maintenance of the OLE, you will see the estimated duration of the maintenance period on the OLE when you try to log in.
What do I do if a link to a resource does not work?	Many of the resources open in a new window so you don't lose your view of the OLE. Check for a new window or tab. Please post a note in the Helpdesk forum noting the location of the faulty link, and we will fix it. This will also alert other students about the problem and will notify them that it's being looked at.
Group Leaders	
Can I enrol a group using the online form?	Not currently. Click here for a paper Group Registration Form (which is also available for download from the website).
Can a school group use the PTC?	Yes. Some school groups use the PTC as part of their Christian Education studies.
Is it possible to register a group for PTC Subscriptions?	Groups tend to enrol in one unit at a time however, it is possible to get your group together to study via PTC Subscription. The Group Registration Form may be used to enrol students and/or register Subscription students.
Can the group members use the online resources?	Any student with a current enrolment has full access to the online material and resources.
Are there additional resources for those studying in a	Currently there are no additional group study resources. However, there are exercises and reflection questions at the end of each study that groups can use.

group, such as group discussion materials?	
What is the benefit of enrolling people as a group, compared with getting them to individually enrol themselves?	<p>There are several benefits when the Group Leader enrolls group members:</p> <ul style="list-style-type: none"> • It enables the Group Leader to select PTC units, start dates, exam formats etc on behalf of the group. • It reduces errors in the enrolment process and ensures consistent enrolment across all members of the group. • It ensures all group members are formally linked to their PTC group. • The Group Leader receives updates and information with Distance News.
Do all group members use a Group Log in?	No, each group member receives their own Student ID and password to access the Online Learning Environment.
What does a Group Leader have to do?	<p>The role of the Group Leader involves:</p> <ul style="list-style-type: none"> • recruiting group members • completing the Group Registration Form • liaising with Moore Distance • organising payment and receiving any books ordered for your group
What is the benefit of studying as a Group?	As one of the PTC Group Leaders has said, "Studying in a group has lots of advantages – it means learning together, you can hold one another accountable and spur one another on, it enables broader discussion and provides a forum for working out how to individually and corporately apply what is learnt from the Bible."
Can my organisation be invoiced?	Yes, you or your organisation can be invoiced.
What methods of payment are available to Group Leaders?	Possible payment methods include Credit card, Electronic Funds Transfer or cheque.
Do Group Leaders receive the group's exam results?	All students receive their own results by email, however a summary of the group's results can be arranged.
How often should I run a PTC group?	This depends on your situation and your group. Some Group Leaders may run a PTC group 3 times a year.
Logistically, how would running a PTC group work?	<p>This depends on the Group Leader and the Group.</p> <p>Many groups meet weekly. Some leaders take their group through the material in an intensive mode. You could meet on an agreed evening or weekend afternoon for a set number of weeks.</p> <p>One suggestion is to make sure people understand the section you are working on (students could pre-read each lesson), and then focus on some form of application. Have group members discuss the implications of what they have learnt for their own lives and relationship with God, and then turn what they have learnt into a Bible study, talk, letter to friend, Sunday school class etc. After the group</p>

	session have members go through the online quizzes on this section on their own at home - the quiz results will point them to the section and page numbers of any bits that they still haven't nailed, and you can talk about them together next week.
Can Group Leaders get a complementary PTC Subscription?	Unfortunately the annual fee for PTC Subscription also applies to Group Leaders.
Can a PTC Subscription be used by multiple users (e.g. a ministry team)?	No. A PTC Subscription is for one user only. Moore College has made the PTC materials available, at a low cost, to those not seeking an award, through the PTC Subscription, including those who want to use the PTC as a ministry resource.
Resources	
As a PTC student do I have access to the Moore College library?	You can visit and use Moore College Library. However if you want to borrow books you need to become a member. You can sign up to be a public member at this link: https://www.moore.edu.au/library/membership/
Are there any audio resources available to PTC students?	<p>Online Learning Environment</p> <p>The Online Learning Environment will point you to a number of e-resources that are helpful. These resources may supplement the PTC notes, although they are not part of the PTC content on which you are examined.</p> <p>Library and Website Resources</p> <p>College Chapel Sermons and talks from other events are publicly available through Moore College Library https://www.moore.edu.au/library/. You can search for different topics and speakers from the Resources page: https://www.moore.edu.au/resources/ .</p> <p>The Moore College Centre for Christian Living also has an archive of past talks. See: https://ccl.moore.edu.au/listen/audioarchive/</p>
Is the PTC available in other languages?	Moore College only runs the PTC course in English. Moore College's Centre for Global Mission (CGM) connects with international partners who teach the PTC content in different languages and offer their own award. See cgm.moore.edu.au/ for more information.