PILLARS OF GUIDANCE

COMMUNITY CENTRE

Doveton, Victoria

FULL-TIME HIFDH PROGRAMME

Programme Structure & Parent Handbook

2027 February Intake

Version 1.3

Effective: Term 1, 2027

A handbook for parents and guardians

9–11 Green Street, Doveton VIC 3177

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1. Welcome

Bismillah, and all praise is due to Allah. Thank you for considering the PGCC Full-Time Hifdh Programme for your child. Enrolling a child to memorise the Book of Allah full-time is one of the most significant decisions a family can make, and it is a trust we take seriously.

This handbook explains how the full-time programme works: the weekly and daily structure, how each lesson is delivered, the method students use to learn their Dars at home, what is expected of students and families, the fees, and the home-education registration parents must complete. Please read it in full and keep it for reference throughout the year.

> ***Our commitment —*** *Full-time hifdh is demanding, but it is sustainable when the programme, the student and the home all pull in the same direction. Clear structure, an honest daily method and steady family support are what carry a child from the first juz to the thirtieth.*

2. The Programme at a Glance

	Details
Intake	February 2027 (Term 1)
Days	Monday to Saturday (see Section 3)
Hours	To be finalised — confirmed with parents following the Expression of Interest and survey
Location	9–11 Green Street, Doveton VIC 3177
Format	Full-time, home-education based (see Section 7)
Programme fee	$250 per student, per month (see Section 12)
Mushaf	15-line Mushaf, used consistently by every student
Programme model	Dars, Muraaja'ah al-Dars (MD) and Muraaja'ah, with Fiqh, salah and physical education

Entry requirements, term dates and the enrolment form are provided in the enrolment pack. Places are limited; early application is encouraged.

3. Weekly Structure

The programme runs six days a week. Monday to Thursday are full days; Friday finishes earlier for Jumu'ah, and Saturday is a dedicated morning session. The programme does not run on Sunday. Exact start and finish times are being finalised in consultation with parents — see the note below the table.

Day	Hours	Focus
Monday	To be finalised	Full day · PE & martial arts
Tuesday	To be finalised	Full day · Fiqh
Wednesday	To be finalised	Full day · Fiqh
Thursday	To be finalised	Full day · PE & martial arts
Friday	To be finalised	Shorter day for Jumu'ah
Saturday	To be finalised	Morning session · Fiqh

The afternoon session — *Each day's final session alternates through the week: PE and martial arts, led by a professional coach, on Monday and Thursday; Fiqh on Tuesday, Wednesday and Saturday. Start and finish times, and session lengths, are being finalised with parents following the Expression of Interest and survey.*

4. The Daily Structure

The structure below sets out the order of a full day, Monday to Thursday. The morning is weighted towards new memorisation and revision while the mind is freshest; the afternoon consolidates and closes with an alternating Fiqh or physical-education session. Exact start, finish and session times are being finalised in consultation with parents. Friday and Saturday follow the shorter structures noted in Section 3.

Session	What happens
Arrival, adab & intention	Students are seated and ready. The day begins with adab and a sincere intention — not with rushing to the mushaf.
Final Dars preparation	The Dars — prepared the night before, or after Fajr the same day — is finalised in readiness to present to the Ustaadh.
Dars presentation	The new lesson is recited from memory. Accuracy and tajweed are marked, errors are logged with error codes, and the Dars is passed or repeated next class.
Muraaja'ah al-Dars (MD)	Short-term revision of recently memorised pages.
Lunch break	Lunch and rest.
Muraaja'ah (long-term)	Long-term revision — a larger portion than a part-time weekday. Around 15–20 pages is a suggested target (proposed, not policy).
Dhuhr	Congregational prayer.
Afternoon revision (MD)	Continued short-term revision and consolidation of the day's memorisation.
Fiqh or PE / Martial arts	An alternating session — PE and martial arts on Monday and Thursday; Fiqh on Tuesday, Wednesday and Saturday.

Timings to be finalised — *The order of the day is set, but exact start, finish and session times will be confirmed with parents following the Expression of Interest and a short survey.*

5. Inside the Day

The core of the programme is the same three-part model used across PGCC's Hifdh pathway, delivered here at full-time depth and paired with Fiqh and physical education.

5.1 Dars — New Memorisation

The Dars is the new lesson. Students arrive with it already memorised and ready to present; class time is for reciting to the Ustaadh, not for beginning to memorise. Accuracy and tajweed are marked as the student recites, mistakes are logged using the error-code system, and the Dars is either passed or repeated in the next class.

5.2 Muraaja'ah al-Dars (MD) — Short-Term Revision

MD secures what has been memorised most recently — the portion most at risk of being lost. It is revised every day, in the morning and again in the afternoon, so that recent pages are held firmly before they move into long-term revision.

5.3 Muraaja'ah — Long-Term Revision

Muraaja'ah preserves everything memorised beyond the recent pages. On the full-time model this block is longer than on a part-time day, allowing a larger daily portion so that a student's whole Hifdh is maintained systematically.

5.4 Fiqh, Salah & Adab

Congregational Dhuhr anchors the middle of the day, and adab frames everything — the day opens with it, and it shapes how students carry themselves with their teachers and one another. Fiqh is taught in a dedicated session on Tuesday, Wednesday and Saturday, grounding students in the essential rulings and manners of worship.

5.5 Physical Education & Martial Arts

On Monday and Thursday, that same session is given to physical education and martial arts, led by a professional coach. Beyond fitness, martial arts builds the discipline, patience and self-control that support a hafiz's character and concentration.

6. The Daily New Lesson System

A strong new lesson each day is only possible when the Dars is learnt with focus and mindful attention — not by reading quickly and hoping it holds. The method below is tried and tested. It asks for patience, and it works. Students are expected to follow it at home each day.

6.1 Listen First — Al-Muqri

1. Before memorising, the student listens to the new ayah on the Al-Muqri app three times, repeating after the reciter each time.

Recommended reciters:

- Ayman Suwaid
- Ibrahim al-Akhdar
- Mahmoud Khalil al-Husary
- Abdullah Basfar

> ***Purpose —*** *To read the words correctly and fluently, with proper tajweed, before memorisation begins. Practising daily with Al-Muqri strongly supports a high standard of hifdh.*

6.2 Memorise in Small Pieces — 2 to 3 Words

2. Take a maximum of two to three words at a time. For each piece, look at the shape of the words, listen to their sound, and think about their order — then repeat them until they are known.

> ***Purpose —*** *To engrave the words into memory. This only works when the student is mindful of what they are learning, rather than simply reading.*

6.3 Test Yourself — The Mental Image

3. When the student believes a piece is memorised, they test themselves by trying to visualise the words in the mind's eye. If they can picture it, they know it.

> ***Golden rule —*** *Do not move on to a new section while the current one is still weak.*

6.4 Build the Ayah Up

4. Take the next two to three words and repeat steps 1–3.

5. Connecting — look into the mushaf to see how the previous section joins to the new one.

6. Checking — continue until the ayah is complete, then have it checked by someone else. The purpose is for the student to discover any mistakes.

6.5 Join Ayah to Ayah

7. Learn the next ayah in the same way, joining each new ayah to the one before it when checking. If an ayah is long, break it into parts. Again: do not move on while a section is weak.

8. Continue until the whole Dars has been learnt.

6.6 Lock It In — Night & Morning

9. Before sleeping, read the entire Dars a few times looking into the mushaf — not from memory.

10. In the morning, review and revise the Dars. InshaAllah, it will be secure.

> ***A tried-and-tested system —*** *Patience is required to succeed. A child who follows this method faithfully, every day,*

will reach a high level of hifdh by the permission of Allah.

7. Home Education Registration (VRQA)

Because the full-time programme takes the place of a child's school day, families must register their child for home education in Victoria. This is a legal requirement, and it is entirely the responsibility of the parent or guardian — not the programme.

> ***Parent responsibility —*** *Registering your child with the VRQA and keeping that registration current is the responsibility of the parent or guardian. PGCC provides Qur'an memorisation and Islamic education only. It is not responsible for your child's secular education — including the eight learning areas the VRQA requires — which remains the responsibility of the family.*

7.1 Who Must Register

Any child of compulsory school age — 6 to 17 years — who is educated outside a registered school must be registered for home education with the Victorian Registration and Qualifications Authority (VRQA), Victoria's education regulator. Students aged 17 or over are not required to register.

7.2 What Registration Requires

Each child's application includes a learning plan (you may use a VRQA template or your own). The plan must, taken as a whole, substantially address the eight learning areas and be consistent with the principles and practice of Australian democracy. The eight learning areas are:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Languages
- Health and Physical Education
- Technologies

7.3 How to Register

1. Complete the VRQA home education application form (one form can cover up to two children).
2. Attach evidence of each child's name and date of birth, and of your parental responsibility.
3. Prepare a learning plan for each child covering the eight learning areas.
4. Email your application, learning plan and documents to the VRQA at home.schooling@education.vic.gov.au.

Useful links:

- Register to home educate: www2.vrqa.vic.gov.au/register-home-educate
- Home education overview: www2.vrqa.vic.gov.au/home-education
- Developing a learning plan: www2.vrqa.vic.gov.au/develop-home-education-learning-plan

Questions can be directed to the VRQA Home Schooling team on (03) 9637 2806.

7.4 Timing for the February 2027 Intake

- **Apply early.** The VRQA can take up to 28 days to decide an application. You may apply up to six months before starting.
- **Stay enrolled until approved.** By law, a child aged 6–17 must remain enrolled at their current school until you receive written approval of registration.
- **Yearly registration.** Home-education registration runs for the calendar year. Near year-end the VRQA emails a simple yes/no to continue — you are not required to resubmit a plan.

- **Arriving interstate.** Families moving from another state must enrol locally for 28 days while the application is assessed.

7.5 How the Programme Fits

The Full-Time Hifdh Programme provides your child's Qur'an memorisation and Islamic studies, along with a structured, supervised daily routine. It naturally supports several learning areas — Languages and Qur'anic literacy, Health and Physical Education through the PE and martial arts, and Islamic studies through Fiqh. Parents remain responsible for their registration and for ensuring their overall home-education plan addresses all eight areas, mapping in the remaining secular subjects (such as English, Mathematics, Science and Technologies) themselves.

> ***Please confirm the details —*** *This section is general information, current as of September 2026, and is not legal advice. Requirements can change, and every family's situation differs. Confirm the current process directly with the VRQA at vrqa.vic.gov.au before enrolling, and speak with us if you would like guidance.*

8. What Students Bring

Students are expected to attend in full, correct uniform and to come to every session properly equipped. Each student should bring each day:

- Their own 15-line Mushaf — the same copy used consistently, as the page layout is part of how the memory holds.
- Their Hifdh record book.
- Pencils and pens.
- A water bottle, brought daily.
- A healthy snack and lunch.
- Access to the Al-Muqri app for daily home preparation.

Uniform, any device or access requirements, and other practical details are confirmed in the enrolment pack.

9. Preparation at Home & Parent Support

The largest part of hifdh happens outside the classroom. A student who arrives each day with the Dars prepared and revision done will thrive; one who does not will quickly fall behind. Families can protect this by:

- Setting a consistent daily time for preparing the next day's Dars — the night before, or after Fajr — following the Daily New Lesson System in Section 6.
- Protecting the night and morning routine: reading the whole Dars into the mushaf before sleep, and revising it in the morning.
- Keeping a hifdh-conducive home — calm, with limited screens and distraction during study time.
- Listening to your child recite where you are able, and ensuring their Dars is checked by someone before class.
- Checking the record book regularly, and contacting the teacher early — not once problems have built up — whenever your child is struggling.

A word on the home — *Hifdh is an amanah that is kept alive by consistency. A settled, supportive home does as much for a child's memorisation as anything that happens in class.*

10. Assessment & Progression

Progress is tracked daily and formally examined through the year. Full details are set out in the programme's Internal Procedures; in brief:

- **Daily.** Each Dars is marked for accuracy and tajweed, with errors logged by code, and is passed or repeated.
- **Semester examinations.** A formal examination each semester assesses accuracy, retention and tajweed across the portion memorised to date.
- **Mukammal (juz-completion).** On completing each juz the student sits a Mukammal examination with an examiner other than their own teacher, and does not begin the next juz until it is passed.
- **Recognition.** Milestones and effort are recognised at the end-of-term jalsa.

11. Conduct, Wellbeing & Safeguarding

All students are supported by PGCC's Behaviour & Conduct Policy, which sets out our approach to adab, punctuality and attendance, uniform and equipment, testing integrity, anti-bullying, wellbeing and child safety. PGCC is committed to being a child-safe organisation in line with Victoria's Child Safe Standards. Parents receive the full policy on enrolment, and are encouraged to read it alongside this handbook.

12. Fees

Programme fee — *$250 per student, per month.*

This monthly fee covers the full programme:

- Full-time Hifdh tuition — the daily Dars, Muraaja'ah al-Dars and Muraaja'ah sessions.
- Fiqh sessions on Tuesday, Wednesday and Saturday.
- Professional physical education and martial arts coaching on Monday and Thursday.
- Daily supervision and pastoral care across the programme day.

Fees are payable monthly. Payment options are set out in the enrolment pack; please contact the office with any questions about fees or payment arrangements.

12.1 Financial Assistance

PGCC does not want cost to stand between a child and the memorisation of the Qur'an. Families experiencing genuine financial difficulty are warmly encouraged to speak with us. Support is considered on a case-by-case basis, following a confidential interview with the family, so that any assistance can be matched to the family's circumstances.

How to ask — *Please contact the PGCC office to arrange a confidential conversation. Every enquiry is treated with discretion and respect.*

13. Enrolment & Key Dates

The programme begins with the February 2027 intake (Term 1). Term dates and the enrolment form are provided in the enrolment pack. To enrol, or to ask any question about the programme, please contact the PGCC office:

Phone: (03) 9794 5493

Email: administration@pgcc.org.au

Address: 9–11 Green Street, Doveton VIC 3177

Web: pgcc.org.au

14. Version Control

Version	Effective Date	Next Review	Approved By
1.3	Term 1, 2027	Term 1, 2028	Hifdh Programme Coordinator