



Any unit released to you is on a time frame of **6 weeks to have all Knowledge Questions submitted and deemed completed.**

Upon completion of all the Knowledge questions and after you have submitted them for marking, the trainer will assess and provide feedback to you accordingly. Your trainer may ask additional questions to clarify or expand on your understanding.

The Performance tasks will then need to be started after you have completed all the Knowledge Questions.

- Performance Tasks - participants are required to undertake observations tasks within the workplace that provide evidence of skills.
- Once you commence the unit, that date is when you have a total of six weeks to complete, please see example below:
 - Commenced: 04.01.2023 – six-week mark (15.02.2023)

If you are unable to meet this time frame, or experience any other challenges, you must email either:

- Student Engagement Coordinator: kahli@brite.org.au or
- Trainer: lrobson@brite.org.au and request an extension.

Completion time frame of the qualification under the Flexible On-Line Study option is a maximum of 12 months.

If you require further units after submitting a unit at 100%, this request must be emailed to the Student Engagement Coordinator who will check over training progression reports and have the system release accordingly.

Please Note:

If there has been **no activity** on the Learner Management System (LMS):

1. Within **2 weeks** of unit commencement, a reminder email will be sent to prompt you to re-engage your learning on the LMS. This is your opportunity to express if you are experiencing any difficulties in undertaking this qualification or require support, if so please notify us.
2. Within **4 weeks** of unit commencement a second reminder email will be sent to advise the low percentage of activity on the unit.

If there has been no activity shown on outstanding units via the LMS and no contact has been received from the first 2 emails, Brite Institute will revoke your access to the LMS. A **final warning** email/SMS will be sent to advise that your enrolment will be cancelled **within 3 business days of the final warning email unless you make contact with us within this time frame.**

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