

Flexible Learning provides you with the option to study at Brite Institute utilising our Online Resource LMS. This is only available for students undertaking the **Certificate IV qualifications**.

Flexible learning is a great option if you:

- Cannot attend full-time classes due to work.
- Have location and transportation difficulties.
- Have family commitments.

It enables you to access our learning resources from different locations and during time periods that complement your lifestyle.

Flexible Learning allows you to:

- Study even if can't attend full-time classes due to work.
- Manage your own learning program within our timeframes.
- Study depending on their home or work commitments.
- Study at home.

Please read the following information and sign below:

- This program is flexible on-line learning, not self-paced (the difference between the two- self paced- you have freedom to sign in or complete units at your own pace) whereas our program is flexible/distance on-line learning with set timeframes- overall length of the course to be met (12 months).
- Each unit has a timeframe of 6 weeks to complete both knowledge questions and practical (performance tasks) aspect.
- The student must be employed in the industry to undertake the qualification.
- These qualification/s hold a work placement requirement of 120 hours (that can be logged from your normal work hours) and a signed workplace agreement. This is a binding signed agreement between the RTO, the student and the workplace that has agreed to you completing your hours within their premises. This agreement also assigns a supervisor to sign off on the Third-party evidence collection agreement (performance tasks) and needs to be signed at the start of your qualification.
- The 120-hour work placement will start when the unit that has the requirement attached is released to you to commence, this is when your hours need to be logged.

Depending on the qualification you are undertaking the units linked to the requirement are as follows:

- CHC43015 – Certificate IV in Ageing Support:
 - CHCCCS023 Support independence and wellbeing.
- CHC43415 – Certificate IV in Leisure & Health:
 - CHCLAH002 Contribute to leisure and health programming.
 - CHCLAH003 Participate in the planning, implementation and monitoring of individual leisure and health programs.
 - CHCLAH004 Participate in planning leisure and health programs for clients with complex needs.
- Access to the LMS can be undertaken at any time.
- The RTO must be notified of any change of circumstances– trainer/admin via email.
- Extension requests to be emailed to admin.

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- Four weekly Q&A ZOOM sessions for any questions about the qualification requirements/units.
- Student Portal – links to FAQ’s and YOU Tube links.
- Trainer available via email/mobile during business hours Monday- Friday.
- Recommendation is to allow approx. 16 hours per week to complete the required learning and assessments.
- Regular activity within knowledge questions/performance tasks needs to be maintained to show evidence of participation – under the agreed funding contract.
- No activity within set timeframes could result in your access being denied, or your enrolment cancelled/withdrawn.
- In order to be found competent for any unit within the qualification- the Knowledge questions, performance tasks and observation must be undertaken & deemed completed by the trainer.
- All Performance tasks need to be completed by you and be signed off by the supervisor nominated on your signed agreement via the third-party evidence collection form for each unit assigned.
- If performance tasks are undertaken unsupervised by your employer, you will have to arrange with the trainer a suitable time/day to undertake practical simulated observations at our site in Broadmeadows.
- There are no tuition fees if you are eligible to receive government funding.

Declaration:			
I confirm that I understand, accept and agree to comply with the information contained within this Flexible online study information document.			
Name:			
Signature:		Date:	