

Flexible Learning provides you with the option to study at Brite Institute utilising our Online Resource LMS.

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.
- 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 these qualifications.
- 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:

CHC33021 – Certificate III Individual Support:

- CHCCS040 Support independence and wellbeing

CHC43015 – Certificate IV in Ageing Support:

- CHCCS040 Support independence and wellbein

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 anytime
- The RTO must be notified of any change of circumstances– trainer/admin via email
- Extension requests to be emailed to admin
- 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: _____