



Rules for Flexible on-line study

Any unit released to you is on a time frame of **4 weeks to have all Knowledge Questions/Performance tasks submitted for marking.**

Once you have submitted this 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.

Performance Tasks- participants are required to undertake observations tasks within the workplace that provide evidence of skills, a trainer may contact your supervisor to discuss these performance tasks prior to deeming the unit competent.

Once you commence the unit, that date is when you have a total of four weeks to complete, please see example below:

Commenced: 01.01.2023 – four-week mark (29.01.2023)

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

Student Engagement Coordinator: rcremona@brite.org.au and request an extension **or**

Trainer: lrobson@brite.org.au / tsahito@brite.org.au for assistance with the assessment.

If you require further units after submitting a unit, 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 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** - If there has been no activity shown on outstanding units via the LMS and no contact has been received from the first email, 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.**