



How to Study with LET Training



LET Training

Offers a Wide Variety of Courses

AFFORDABLE

- Competitive course price

ADAPTABLE

- Study anywhere at any time

APPROACHABLE

- Unlimited learning support

ACHIEVEABLE

- Fast assessment feedback

Is LET Training an accredited RTO ?

- LET Training is a Registered Training Organisation (RTO no. **41179**).
- We deliver 100% online nationally recognised training courses.
- Our courses vary from Certificate IV to Diploma and Advanced Diploma levels.

Finding the right course for you

- We offer a range of courses, both individually and in a package.
- To find a course for your training needs, view the [Course](#) page on our website.



Human Resources

- ✓ HR Services
- ✓ HR Strategic Planning
- ✓ Employment Relations
- ✓ Organisational Development

3 Courses



Business & Administration

- ✓ Administration System
- ✓ Project Administration
- ✓ Financial Reports
- ✓ Business Document Development

3 Courses



Leadership & Management

- ✓ Effective Leadership
- ✓ Change Management
- ✓ Risk Management
- ✓ Effective Teamwork

3 Courses



Work Health and Safety

- ✓ Safety in the Workplace
- ✓ Compliance with Laws
- ✓ Claims management
- ✓ Responding to Incidents

2 Courses

Don't know where to start?

Contact LET Training to discuss:

- The right course for you
- Career opportunities or upskilling
- The enrolment process
- A payment plan option
- Recognition of Prior Learning (RPL)



How do I enrol?

You can enrol with LET Training at anytime!



Online - enrol via our website in any of our courses online through our safe and secure payment process.



Email - enrol via email by sending the completed enrolment form to:
admin@lettraining.com.au;



Telephone - enrol over the telephone by contacting us Monday – Friday,
9:00am-5:30pm (AEST).

Email: enquire@lettraining.com.au

Call: (02) 9633 3929

Do you offer payment plans?

Yes, we do.

We offer a variety of payment plans including:

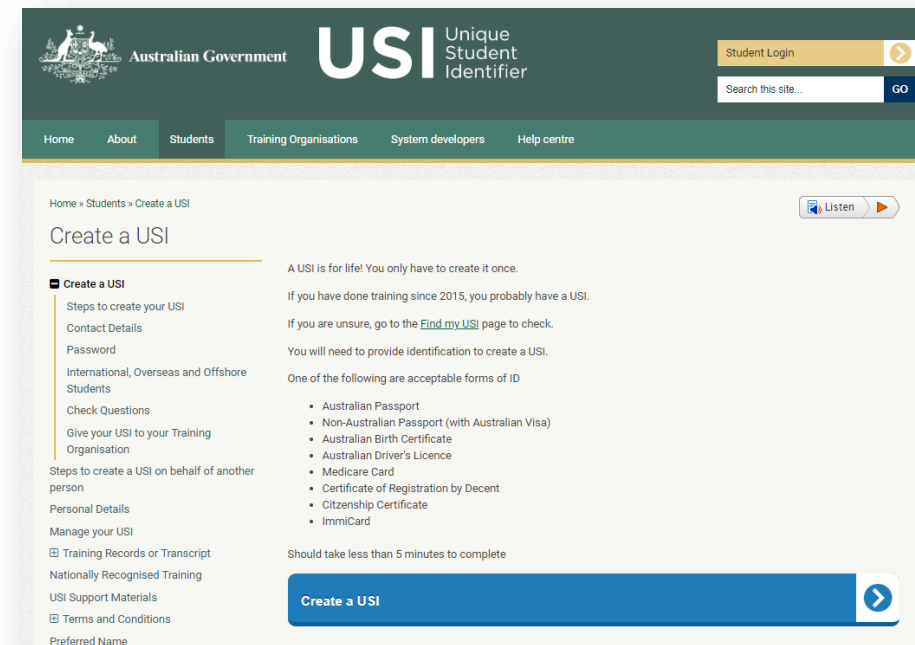
- 50% upfront and 50% in 30 or 60 days
- Monthly instalments
- Fortnightly instalments
- Weekly instalments

How to enrol with a payment plan?

Simply indicate which plan you want on our enrolment form and send it to: admin@lettraining.com.au for registration.

Unique Student Identifier (USI)

- In order to enrol in a course with LET Training, you will need a Unique Student Identifier (USI).
- From 1 January 2015, each student will need a USI in order to obtain their qualification or Statement of Attainment from their Registered Training Organisation, when studying nationally recognised training in Australia.
- You may obtain your USI at the [USI Website](https://usi.gov.au).



What is RPL ?

Recognition of prior learning (RPL) is defined in the AQF as:

- Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
- For more information, please follow the prompts:
<https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf>



How to apply for RPL?

Contact us for a free RPL pre-enrolment review

- Simply email us your training certifications, current job descriptions and resume through for review.
- Arrange a time to discuss your training needs and RPL opportunities with a trainer.
- Draft a training plan to outline details of RPL opportunities for your consideration.
- Once enrolled, your trainer will guide you further through this process.



How much time do I have to complete a course?

From the date of registration, you will receive:

3 months	to complete a short or a one-unit course, such as a White Card course
12 months	to complete an individual Cert IV or Diploma full qualification course
18 months	to complete an individual Advanced Diploma full qualification
24 months	to complete a double qualification program

Can I fast track my course completion

Yes! You can.



- You can complete the course at any pace you choose, and can complete the course anytime before the enrolment term ends.
- As a general rule, we recommend that you allow yourself 15-20 hours of study per week or complete one unit of competency per month.

How do I start my course?

You can start right away!

- Upon receiving your enrolment request, your course will be ready to start **within one business day**.
- We will email your login information to you along with your trainer contact details.
- You can start your learning **right away!**
- You can access the learning account 24 hours a day, 7 days a week.
- All required training and assessment materials are accessible immediately.

How do I get support?

Never be afraid to ask questions, it's part of learning!

Learning Support:

- A course induction for new students;
- A trainer assigned to each student to provide unlimited learning support through the entire course term;
- Learning support services via phone, email and video conference or webinar based on your needs.



How long will it take for my assessment to be marked?

You'll only have to wait days, not weeks, for your assessments to be marked.

**Assessments
are marked
within 5
business days**

- No structured timeframe for assessments due.
- You have the flexibility to plan your study in advance.
- Submit your assessments online, it will be marked and returned with feedback within 5 business days.
- While waiting for the assessment outcome you can continue on to the next topic! No need to wait!

Need more information?



Contact us

- Phone us: 02 9633 3929
- Email us: enquire@lettraining.com.au
- Visit us: www.lettraining.com.au