

### 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



Contact us: enquire@lettraining.com.au 02 9633 3929 02 9633 4582 www.lettraining.com.au

#### 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 <u>Course</u> page on our website.

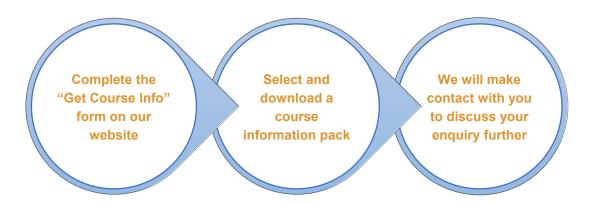




### Don't know where to start?

**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: <a href="mailto:admin@lettraining.com.au">admin@lettraining.com.au</a>;



**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

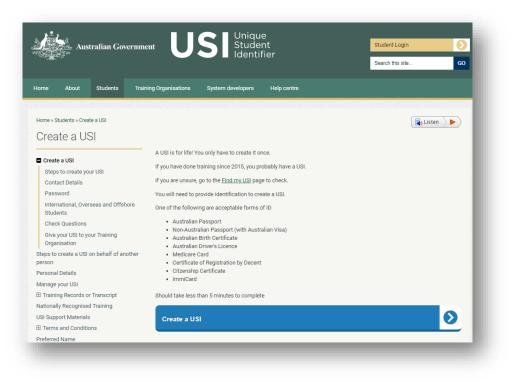
How to enrol with a payment plan? Simply indicate which plan you want on our enrolment form and send it to: <u>admin@lettraining.com.au</u> for registration.



## **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.

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## 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

#### Recognition of Prior Learning: An Explanation

#### Recognition of prior learning defined

- Recognition of prior learning (RPL) is defined in the AQF as follows:
- 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 (or credit.
- This is underpinned by the AQF definition of credit as follows

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, andiculators, recognition of prior learning or advanced standarg.

#### Recognition of prior learning explained

The AGF facilitate the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification.

RPL is one of a number of processes for establishing credit or advanced standing. RPL broadens access into formal taxing by enabling credit to be given for student advisement though other formal, non-formal or informal tearing. RPL involves itsuing organisations undertaking an assessment of each individual who applies to determine the extent to which that individual's previous learning is equivalent to the learning outcomes of the components of the destination.

#### Recognition of prior learning applied

It is the responsibility of issuing organisations to offer RPL assessment to students, issuing organisations' RPL policies and practices must ensure that decisions about granting RPL take into account students' likelihood of successfuly achieving qualification outcomes and ensure that integrity of qualification outcomes is maintained (AQF Qualifications Pathways Policy section 2.1.6).

To ensure consistency, fairness and transparency, issuing organisations should establish a systematic, organisation-wide approach to RPL including policies and procedures that govern implementation.

- The typical RPL process for providers consists of the following stages: • identifying the evidence required
- providing advice to students about the process
- providing students with sufficient information to enable them to prepare their evidence to meet the standard required for the RPL assessment process
- · assessing using appropriate evidence-gathering methods and tools
- recording the outcome, and

#### reporting to key internal and external stakeholders RPL assessment;

- as with all assessment, should be undertaken by academic or teaching staff with expertise in the subject, content
  or skills area, as well as knowledge of and expertise in RPL assessment
- should be the same standard as other assessment for the qualification
- should recognise learning regardless of how, when and where it was acquired, provided the learning is relevant to the learning outcomes in the qualification
- must ensure that evidence provided is valid, authentic, current and sufficient and that the process is fair, flexible reliable and valid.

Australian Qualifications Framework Council www.aqf.edu.au © Australian Qualifications Framework Council, Issued November 2012





## 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



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## 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!

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- 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

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- 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
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- Visit us: <u>www.lettraining.com.au</u>

