



About distance learning

What is distance learning?

People learn in different ways. Some learn by doing, others by researching and making mistakes. Distance learning allows a student to learn from a facilitation of the learning rather than being in a class room listening to a trainer transferring their knowledge by a seminar type of methodology.

How can this benefit me?

Learning by distance mode gives you the flexibility to manage your time between family, business and study. You can learn at the beach, at home, on weekends, anywhere any time.

What do I get to help me learn?

We provide you with various resources for you to learn. The material covers the major objectives of the course. It is just facilitated with a flexible approach. We provide you with;

- A printed instruction sheet to advise you what you need to do for each unit;
- A printed study guide that contains all the subject material for you to read. It also contains case studies and exercises for you to complete which makes you think about the subject and helps you learn.
- A printed learners guide that accompanies a text book. This guide advises you what pages to read, what you need to know and what exercises and case studies you need to complete. You may not need to read the whole book. The learners guide tells you what sections you need to concentrate on.
- A DVD tutorial is provided for some courses. A trainer talks to you about the subject and advises what are the key areas, course objectives and how to complete the course materials.
- Internet pages are sometimes used instead of print based materials for those students who have access to the internet. For those who do not, print based material is provided.



What support do I get for my learning in distance mode?

Once enrolled, you are provided with a dedicated trainer who will contact you to introduce themselves to you. Your dedicated trainer will be your guide and facilitator through your course. You will have access to the trainer whenever you need assistance. Your trainer can be accessed by;

- Telephone
- Email
- Dedicated internet phone where conference calls can be made
- In person by attending our office and receiving tutoring of up to one hour per week free after which a charge may apply.

Your trainer can be accessed at a time that suits you.

What are the assessments for me to complete in distance mode?

Each unit has an assessment that requires you to complete to ensure that you have learnt and understood the course objectives. Your assessment comprises of;

- Projects where you read a case study and answer the questions based on what you would do in a particular situation;
- Exercises, where you are given questions and asked to answer them.
- Final exams, where you need to complete a supervised exam that is sent to your nominated supervisor under seal. Your supervisor then opens the exam at your nominated place and you complete the exam which he/she then sends to us.
- Research projects, where you are given the criteria for you to research at the library, workplace or other place and then you send it in as an essay or report.

Your assessment is provided to you at the start of each unit, so you know what is required.

Who else does distance learning?

Distance learning has become very popular recently and is facilitated by Australian universities, TAFE colleges and private training organisations.