

Policies & Procedures



EXTERNAL STUDIES

VERSION: 2.0

Australian Workplace Training Pty Ltd (AWT) is committed to conducting quality, reliability and flexible training for the benefit of all. To that end, external studies at AWT will have the same rigour, breadth, depth and industry validity as though the student was attending campus.

In line with its access and equity policy AWT offers theory components externally with intensive workshops and work experience to meet the practical components of units of competency.

Enrolment

- External students may attend the campus to complete the enrolment process in person, or it may be done over the phone
- Enrolment forms may be posted, emailed or faxed
- External students will be allocated a trainer who will oversee all learning activities of the student
- External students will be assessed for support services

Course Operations

- Students will be enrolled in AWT's online learning portal
- The course may be completed via Catapult or by way of workbooks
- Written response assessment for units of competency may be completed online or submitted by way of post, email or fax
- Students will maintain regular correspondence (either by phone, email, post or fax) with their trainer.
- Trainers will maintain regular communication with external students

Student Support Services

- Students are allocated a training to oversee all learning activities
- Students are assisted with LLN issues
- Students may be referred to third party support providers

Course Payment

- Students pay for the course by unit (pay for the unit of study as they study the unit)
- Without approval by the Director of Studies, external students may not concurrently study more than 3 units of competency
- External students must comply with the Payment Policy

Australian Workplace Training

Level 1, Raleigh Chambers
Elizabeth Shopping Centre
50 Elizabeth Way
Elizabeth SA 5112

Ph (08) 8282 7600
Fax (08) 8252 0977
www.awt.edu.au