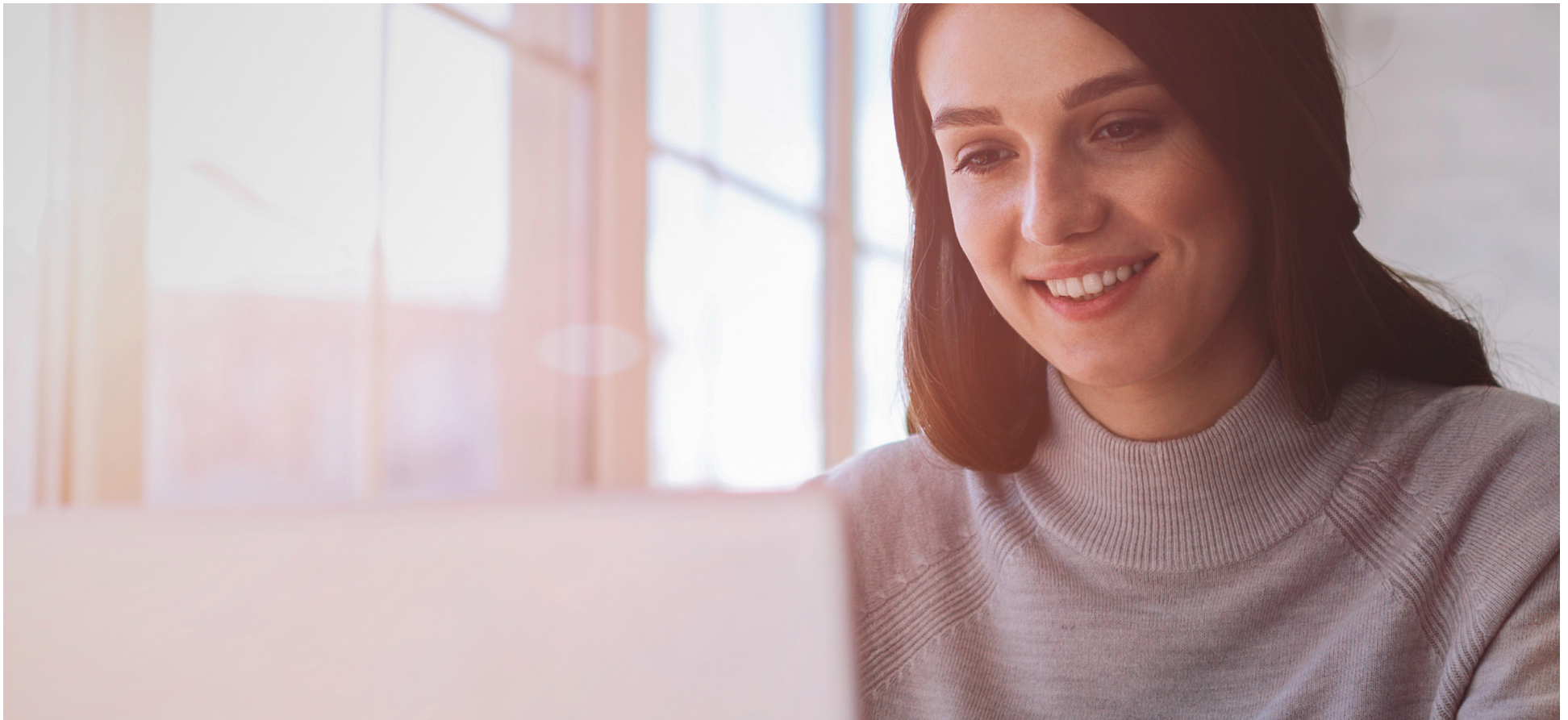


LEARNER'S HANDBOOK



LEARNINGFINDER COURSES

Courses offered on the LearningFinder platform are designed to be convenient, flexible and career beneficial. These courses are designed to help you achieve your career goals by participating in a class virtually anytime, anywhere.

Here are some factors that you should be aware of before enrolling on an online course:

- Your involvement is very important, you will do more reading and writing than you would in a traditional classroom.
- Patience, determination and hard work will get you through the class.
- You must access your class on a regular schedule. This is a self-paced programme, but a regular schedule makes course completion easier.
- Another crucial thing to understand is you won't get immediate responses to your questions.



KEEPING YOUR SKILLS UPDATED

Keeping your skills updated is one of the most important ways to stay on top of changing demands of today's work environment. It can help you prepare for new opportunities and help to keep you employed during difficult times. It is up to you to stay updated. It involves making an honest evaluation of your skills, then taking any needed steps to strengthen them.

You might think that keeping your skills updated doesn't matter in your field or that only specific areas require it. In fact, you can benefit from staying current no matter what kind of work you do. Mastering new skills can be stimulating and motivating, and it can help keep your mind young.

New ways of communication, technological changes, and increasing global competition impact many jobs. Upskilling and reskilling can help you do the following:

1. Boost Confidence

Keeping your skills updated can give you the confidence to handle any tasks and stay ahead in your respective career.

2. Better utilisation of your time

Sharpening your skills can help you become more efficient and productive.

3. Become more valuable to an employer

Strengthening the skills you need to do your job increases your chances of landing that dream promotion. It also makes you marketable.

ONLINE LEARNING

With online learning, you can get the education you want, from anywhere in the world, on a schedule that suits you.

Online learning provides the flexibility to study at your own pace if your schedule makes it hard to attend classes or dedicate more time to your studies.

Online learning grants the flexibility to:

- Earn a certificate or diploma without any hassle, and work full-time while you study
- Set your own schedule: study at your own pace in your own time
- Get quality education from any place or institute you prefer



REQUIREMENTS

Self-motivation and self-discipline

Online courses require a considerable amount of time. When evaluating your online course options, consider how much time you have to dedicate to coursework every week and then estimate the time commitment required.

Computer skills

In order to be successful in an online course, you must be computer literate and have experience in computer communication. This means more than simply navigating the internet – you should have good word processing skills, be able to upload, download, and save files, and send plus receive emails.

Time Management

Time Management may be one of the most important skills for online learners to master. Commit to an online study schedule. Plan, create a schedule and stick to it.

TIPS FOR ONLINE LEARNING

Starting anything new can raise many questions and confusion. If you are taking up an online course for the first time, here are some tips to help you stay on track.

1. Be organised

Keep a schedule and list out all of your coursework. Make a regular study schedule or plan.

2. Make time

Give yourself time to learn and work on it. Online learning isn't just watching videos. You have to make time and use it to understand the topics.

3. Understand the requirements

Ensure you have everything you need to finish the course on time. Some courses might require more technical requirements. Do your research right and make sure you have whatever is necessary to complete the course.

4. Be responsible

Set goals and check in on your weekly advancements. This can help you stay on target and finish your course faster.

5. Ask for help

Don't wait until the last minute to reach out. If you have any questions, make sure you clear them on time and proceed with your course.

6. Breaks are important

Even if you dedicate only a few hours per day, make sure to take breaks to freshen your mind. Take regular breaks to stretch, walk and change your sitting position.

FAQS

What is LearningFinder?

LearningFinder is an online platform that helps students find the right course. Education providers can directly reach the learners removing the processes and layers in between. We help learners access quality education at the right price.

Who creates the courses on LearningFinder?

The courses provided on this platform are created by the education providers. We act as a bridge and help connect education providers and learners in a simplified space.

How do I buy the courses?

Short courses are available for purchase on the LearningFinder website. Depending on the training provider and study method, direct payment from LearningFinder may not be possible. Some institutions also offer payment plans, you can enquire with the training provider from the course page for more information around fees and payments.

How many courses can I learn at once?

The courses are planned and structured for easy integration into your busy schedule. You can do multiple courses at a time if that is what you need at the moment.

Are the courses offered accredited?

Some of the courses offered on LearningFinder are nationally accredited courses delivered by Registered Training Providers. Upon completion, you will receive a recognised qualification. Other short courses are not accredited. Upon completion of a short course, you will receive a Certificate of Completion and a Statement of Attainment for each module.

How much time does it require to finish one course?

The length of a course will vary depending on the subject, level of qualification or training provider offering the course. These range from short 30-minute micro-credentials to 100-hour self-paced courses and vocational qualifications, which can take from six months to over a year to complete.

FAQS

What are the entry requirements for a course?

Course guidelines will contain any specific requirements needed to enrol on a course. Most of the courses do not have any special requirements. Some higher-level courses have entry requirements such as pre-existing qualifications or age limits. It's best to check the course description for entry requirements or submit a course enquiry for more information.

How to cancel a course?

At LearningFinder we work with a variety of different training providers and institutions. As such, cancellation policies will vary from provider to provider. Check the course description for cancellation policies or enquire with the training provider through the contact form on the course page.

How will I be assessed during the course?

Generally, the courses include regular knowledge checks in the form of multiple-choice and short answer questions at the end of each module. Nationally accredited courses will include assignments, case studies and exams.

How do I get technical support if required?

If you need technical assistance or any help with the course, you can reach our support team at support@learnignfinder.com.au

What will happen when I complete the course?

When you successfully complete your online course, you'll be provided with a certificate of completion. Access to the course is ongoing, so you can revisit and reflect on the course material any time you wish.

Do I need to be online during a specific day or time?

Courses on LearningFinder are self paced and do not require you to be online at a specific time. However, some courses may contain live sessions which are booked in advance with a tutor or assignments that have specific deadlines.