TERMS AND CONDITIONS FOR ONLINE LEARNING

Introduction

SCILI is required to provide information for you to consider before you complete the enrolment form for your online course. It is important that you understand the various terms and conditions.

- **Language, Literacy and Numeracy (LL&N)**

  You must be able to read, interpret and write documents related to your workplace (or intended workplace) to meet LL&N requirements. If you require support for LL&N, SCILI can refer you to a qualified expert.

- **Course enrolment**

  After acceptance of your enrolment and the payment of the required fee for your online course, SCILI will provide you with a username and password to complete the enrolment. The date these are issued by SCILI will be deemed as the course commencement date.

- **Course duration**

  The duration of the course is dependent on the course for which you enrol. For a full course the duration is up to six (6) months from the course commencement date. This is stated in the SCILI Course Information Booklet and/or advised at the time of enrolment.

- **Course extension**

  You may submit to SCILI Administration an application in writing prior to the expiry date for a course extension. An extension fee will apply.

- **Fees**

  All fees must be paid either on or before the due date.

  **Payment**

  - **If the tuition fee is under $1000.**
    Payment in full is required before you are issued with access to your course assessment materials.

  - **If the tuition fee is over $1000.**
    Payment of $950 is required on enrolment with the balance paid one month after commencement.
Cancellation

- **Notice of cancellation**
  This must be provided in writing.

- **If you withdraw after payment**
  For students enrolled for a single unit the cancellation fee is $100, for students enrolled in multiple units the cancellation fee is $250. These fees cover administration and trainer/assessor costs.

  *Once you commence the online training, you will not be eligible for a refund except under exceptional circumstances.*

**Student induction**

SCILI will arrange your induction before the training begins. This induction will provide you with the following information.

- An outline of the units to be covered in the course and the assessment process.
- The learning plan and student timeline.
- The procedures relating to completion of the requirements of the units.
- How to use the online process to enhance your learning.
- How to upload the various assignments

**Learning**

You will find that the SCILI online learning system is user friendly and easy to navigate. The units have been structured to meet the needs of most English speaking students.

Your learning facilitator is responsible for identifying your needs and providing support as required to maintain your motivation so that you successfully complete the qualification.

Should you require any assistance or support you are able to contact SCILI by phone 1300 135 632 or online at students@scili.edu.au

**Assessment**

All assessment activities are competency based – that is, they allow you to demonstrate the skills and knowledge required of a trainer and assessor in the workplace for each unit.

You are allowed **three attempts** to demonstrate your competency for a unit.

**Submitting videos for assessment**

SCIL has a policy for submitting video files as evidence of competency for demonstrations or presentations. The following conditions apply.
• Files must be compressed before submitting them for assessment.

• The file must be no more than 100MB and no longer than 10 minutes. Files over these limits will not be accepted.

• Any demonstration or presentation file must provide clear vision of the student’s face so the assessor can verify the student's identity. If this is not so, the assessor will assess the student as Not Yet Competent and require the student to submit again as part of the three attempts allowed to demonstrate competency.

• **Student handbook**

For more detailed information about SCILI access the Student Handbook in the ENROLMENT tab on the SCILI website.