

Synergy Works

Course Information

This is a general overview of the course and how it will work for you.

You have 2 (two) years to complete your course

It should only take between 6-12 months depending on how much time (about 8 hours a week) you put into it.

Some will finish quicker and to do this you would need to be putting 16 plus hours a week.

Within 24hrs (Mon-Fri) of receiving your signed agreement and your payment or first instalment we will authorise you as a user with password on the LMS (Learning Management System) and make available your first unit of competency that starts your course.

We will then contact you by phone and guide you through the initial stages of starting your course and using the LMS.

We will discuss with you your expectations and your goals surrounding your course.

We will assign a mentor / tutor to you and organise suitable times for contact.

We will keep you informed of when telephone and video conferencing for tutoring and collaboration with other participants is being held.

Each unit of competency that you need to complete has three aspects to it.

- Learner Guide
- Assessment Material
- Interactive Learner Activities

Once logged on to the IBSA LMS

1. Click on the Facilitate Individual Learning unit
2. Download the unit Learner Guide (pdf) and print it out if you wish
3. Download the unit Assessment Material (pdf) and print it out if you wish
4. Read through the Learner Guide and Assessment Material
5. Start working through the Interactive activities in conjunction with the learner guide
6. At the completion of the activities for each unit you need to complete each of the assessments contained in the assessment material and provide a copy to Synergy Works to be assessed for competency.

Every two weeks we will make available your next unit for you to commence.

Your mentor / tutor will contact you at least every two weeks as to your progress through your course to provide guidance and motivation.