



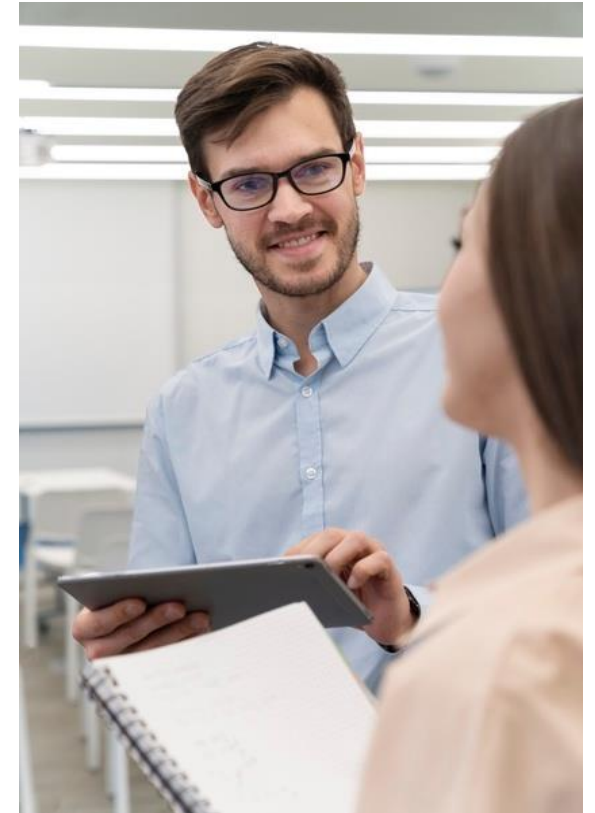
# How to Study with Right Choice Training

RTO No:45790

# Welcome to Right Choice Training

## Welcome to Right Choice Training.

- Right Choice Training is a registered training organisation (RTO#45790) delivering nationally accredited courses to domestic students and corporate enterprises in Australia.
- We pride ourselves in our ability to deliver exceptional industry focused training with real career and employment outcomes.
- We provide one-on-one mentoring for our learners with their personal trainer and we also offer online sessions and chat.
- As an RTO, we operate under the Australian Qualifications Framework (AQF). This means that we provide quality assured and nationally recognised qualifications.



# Why Study With Right Choice Training?



- Programs that give you the outcome needed to be effective at work and in your career
- Fair and competitive course fees
- Start straight after enrolment
- Study at any time, any place, with unlimited trainer support
- Fast assessment and feedback

# Our Vision, Mission and Values

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## Our Vision:

- As an organisation, our vision of Right Choice Training is that- we will focus on meeting our learners' needs, by embedding our core values of working with integrity, being proactive and respectful, and innovative while delivering the right solutions to our stakeholders.

## Our Mission:

- At Right Choice Training our mission is to provide quality, relevant, right and professional training and solutions to our learners and industries.

## Our Core Values

- At Right Choice Training, our core values forms an integral part of our business and are central to our service delivery.



# Finding the right course for you

- We offer a range of courses, both individually and in a package.
- To find a course for your training needs, view the [Course page](#) on our website
- We also offer a short course suitable to variety of industries and individual needs
- To find a short course for your training needs, view the [Short Course page](#) on our website



## BSB41419 Certificate in Work Health and Safety

- ✓ WHS Compliance
- ✓ Workplace Safety
- ✓ WHS incident and risk management
- ✓ WHS Management System



## BSB51319 Diploma of Work Health and Safety

- ✓ Manage WHS Compliance
- ✓ Workplace Safety
- ✓ Lead WHS incident and risk management
- ✓ Develop WHSMS



## BSB50120 Diploma of Business

- ✓ Business Management
- ✓ Administration
- ✓ Financial Reports
- ✓ Business Resource Management



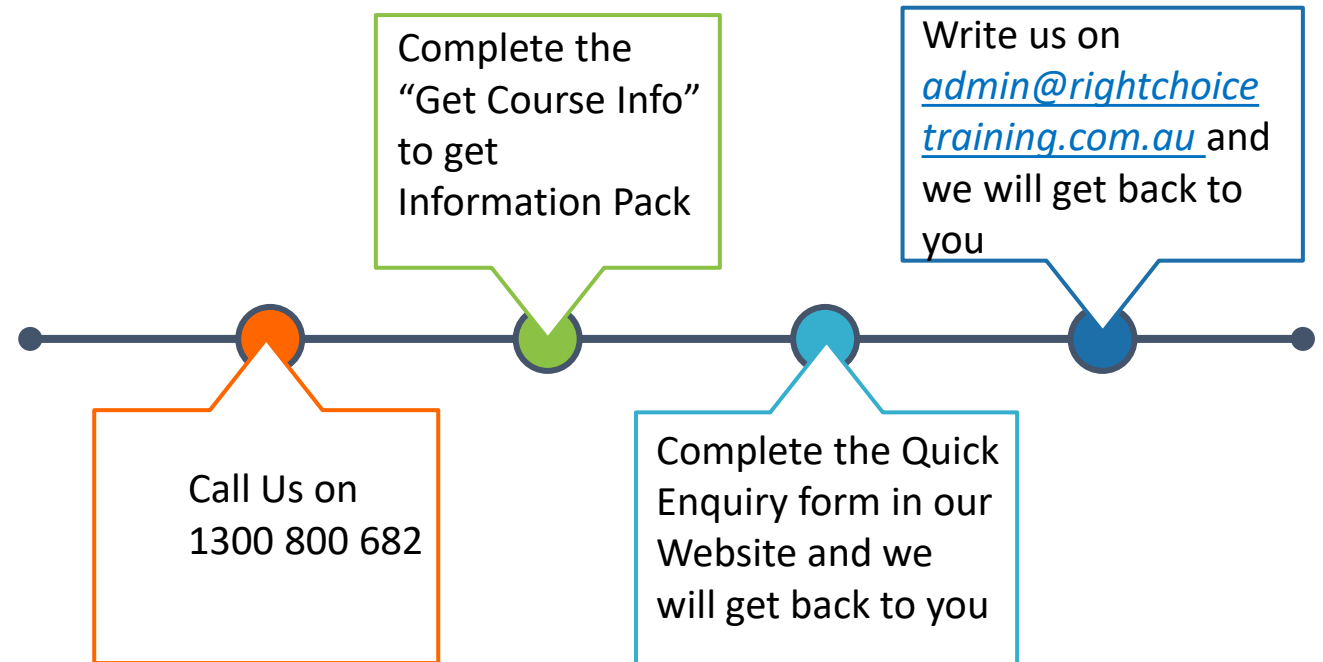
## BSB50420 Diploma of Leadership and Management

- ✓ Effective Leadership
- ✓ Risk Management
- ✓ Workplace relationship
- ✓ Effective Teamwork

# Don't know where to start?

## Contact Right Choice Training to discuss:

- The right course for you
- Fees and payment plans
- Career opportunities or upskilling
- The enrolment process
- Recognition of Prior Learning (RPL)
- Credit Transfer (CD)
- Learner support
- Course structure



# How Do I enrol?

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You can enrol with Right Choice Training at anytime!



**Online:** Enrol via our website- [www.rightchoicetraining.com.au](http://www.rightchoicetraining.com.au) in any of our courses online through our secured payment process



**Telephone:** Enrol over the phone(1300 800 682) by contacting our friendly staff on Monday- Friday, 9:00 am- 5:00 pm (AEST)



**Email:** Enrol via email by sending the completed enrolment form to [admin@rightchoicetraining.com.au](mailto:admin@rightchoicetraining.com.au)

# Unique Student Identifier (USI)

- In order to enrol in a course with Right Choice Training, you will need a Unique Student Identifier (USI).
- From 1 January 2015, each learner will need a USI in order to obtain their qualification or Statement of Attainment from their Registered Training Organisation, when studying nationally recognised training in Australia.
- You may obtain your USI at the [USI Website](https://www.usi.gov.au).





# How much time do I have to complete a course?

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From the date of enrolment, you will receive:

- 3 months to complete a short course such as single unit of competency
- 18 months to complete an individual certificate IV course
- 24 months to complete Diploma course

# Can I fast track my course completion

## Yes, sure, you can!

- You can complete the course at any pace you choose, and can complete the course anytime before the enrolment term ends.
- As a general rule, we recommend that you allow yourself 8-10 hours of study per week in order to complete the course within the timeline
- Course completion timeline will vary depending upon hours of study and relevant industry experience



# How do I start my course?

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## It's quite easy- You can start right away!

- Upon receiving your enrolment details, your course will be ready to start within the 48 hours.
- We will email your Learning Management System (LMS) login information to you along with key information and contact details.
- You can start your learning right away!
- You can access the learning resources and system account 24 hours a day, 7 days a week.
- All required learning and assessment resources including simulated business case are accessible immediately.

# How do I get support?

**You are well supported throughout your course, so you won't feel alone.**

- You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:
  - Telephone
  - Email
  - Virtual Classroom, Zoom, MS Teams or Skype
- A course orientation for new learners;
- A trainer assigned to each learner to provide unlimited learning support through the entire course term;



# What is my learning and assessment marking timeline?

**Learning Activities  
are marked within 5  
business days**

**Assessments are  
marked within 7  
business days**

**You will only have to wait days, not weeks, for your learning activities and assessments to be marked.**

- No due date for learning and assessment activities
- You will have complete flexibility to plan your study in advance
- Submit your self-learning activities online in LMS. It will be marked and feedback will be returned within 5 business days
- Submit your assessments online in LMS. It will be marked and feedback will be returned within 7 business days
- You will always have topics to study. While waiting for the assessment outcome you can continue on to the next topic! No need to wait!

# Still have question?

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## Contact us



1300 800 682



[www.rightchoicetraining.com.au](http://www.rightchoicetraining.com.au)



[admin@rightchoicetraining.com.au](mailto:admin@rightchoicetraining.com.au)

