



Self-paced Distant Education Guide

About State Enterprise Training

State Enterprise Training is a registered training organisation committed to developing and enhancing workplace skills. At State Enterprise Training we provide both nationally accredited qualifications and customised training solutions to meet the needs of our clients. We achieve this by offering a range of innovative, flexible and cost effective training programs, designed and developed to suit the requirements of learners, employers and industry.

Delivery – self paced distance education

Self-paced learning is quickly becoming a preferred method of education for people all around the world who are looking for additional qualifications to advance their careers, self-development or improve their knowledge and personal opportunities.

State Enterprise Training is offering this course as self-paced so that participants may complete the qualification at their own pace and customise the duration of the program to suit their work and personal commitments. The assessments for self-paced education are practical and relevant to your workplace so as to maximise the authenticity of the participants learning experience.

Our success is built on the individual approach we take with each learner. A personal assessor is allocated to each learner to support and foster their success.

Why use distance education?

- Reduce potential stress - learn in your own time and at your own pace
- Enjoy the convenience of completing units at work and at home without the inconvenience of going to school or an institution.
- Receive tuition with the personal support of your assessor
- A cost-effective way to achieve your qualification.

Resources

You will receive quality resources that provide simple instruction and support your success. These resources include:

- Distance education guide
- Resource folder

Course Structure

Full details are provided in the course outlines

Enrolment Criteria

Some of the self-paced distant education courses offered by State Enterprise Training have enrolment criteria as a pre-requisite to enrolment. So please read your appropriate course outline for further details. Examples of common enrolment criteria are listed below:

- A minimum of period of full time or part-time work experience.
- Currently employed.
- Nominate an appropriate workplace supervisor that will be willing to support your qualification by completing compulsory on-the-job testimonies that will form part of your assessment.

Nominated workplace supervisor

Applicants undertaking certain courses are required to nominate a workplace supervisor who will observe and report on relevant technical competencies.

Normal eligibility criteria when nominating a workplace supervisor are:

- Supervised or worked with the applicant previously
- Supervisor is currently employed.
- Supervisor must have achieved a certain level of responsibility and technical competence within the organisation.
- Supervisor must be willing to assist this process

A 'Supervisor Guide' will be provided for the nominated workplace supervisor at the time of commencement, ensuring that the process is simple to follow and complete.

Fee Structure and payment

Course fees are provided in each course outline

Full payment on enrolment. Cheque or credit card

Enrolment

Each self-paced course has provided an enrolment form to be completed as part of the enrolment process.

The enrolment form can be completed electronically or printed to be faxed or posted at your convenience.

Enrolment will be accepted when:

- Enrolment form is completed
- Payment is received in full
- Any specific prerequisite requirements have been forwarded to SET.