

PRE-COURSE GUIDE

Welcome to the on-line course for those following a training and assessment pathway to a Local Government qualification with Municipal Training.

Support

Our facilitators are available to you during the whole time you are completing your course. You will also have face to face sessions to complement this on-line learning. Should you have any issues or questions you can contact a facilitator at any time by clicking on their name at the heading for this course.

Using the Materials

When you open the learning materials folder for each unit, before attempting each assessment, please read the Participant Learning Resource first.

RPL

With reference to the Local Government Common units on your course, after reading through the resource for each unit you may consider you might be eligible for Recognition of Prior Learning (RPL).

If so, please read the RPL Information guide which is contained in the folder below entitled *Essential Course Information and Forms for Admission* which explains the RPL process in more detail.

Once you are ready to begin the process please go to the RPL Self Assessment Checklist contained in the materials for each of the Common units in your course and once again read through it to determine whether you can provide sufficient evidence to claim RPL. If you think you can then complete the application.

Learning and Assessment

Alternatively, you may decide to opt for the learning and assessment pathway. You will also often be provided with a Powerpoint show and other supplementary reading which aims to give you additional useful information. Once you have completed this reading you should be ready to answer the questions in the assessment document. Please follow the instructions in the assessment carefully. If you have any problems with the assessment or you are unsure of anything please send a message to your assessor who will be pleased to give you any help they can.

Submission of Work

Please note: *A fully completed and signed Assessment Cover Sheet* must accompany each assessment submission, and all assessments should preferably be submitted in **Word** format to enable facilitators to mark and provide feedback in the relevant sections. In the absence of a fully completed Assessment Cover Sheet duly signed by your supervisor or manager, your work cannot be assessed.

Course Registration

Please ensure that you read all of the accompanying information and then complete and submit the *Participant Induction Confirmation Form; Your USI information; Your Course Attendance Application*

It is essential that you submit all of this information either **prior to attending the course or following the induction procedure at the first session of your course.**

Conclusion and Qualification

Once you have successfully completed all units you are required to complete and submit the Quality Indicator Learner Questionnaire and to ensure that your employer completes the Employer Questionnaire

We at Municipal Training would like to take this opportunity to wish you every success in your studies.