

Moodle User Guide – Participants

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Logging in to Moodle

New Moodle users are sent an email invitation prior to course commencement to activate their Moodle log in. If you haven't received an invitation please call us. If you have previously studied with Forsythes in Moodle, you can use those log in details. If you have forgotten your log in details please click the Forgot Password option on the log in screen and follow the prompts.

URL: https://elearning.forsythestraining.com.au/login/index.php

Username: firstname.lastname OR your email address Password: As generated on activation

| Forsyth | ICS Training | номі | E NEWS | CONTACT | STUDENT SUPPORT | L (02) 4922 0122 | Username Password | Log In |
|-----------|---|---|--------|---|---|--|-------------------|--------|
| \langle | Username Password Progotten yo Cookles music | Log in errember username Log in ur username or password? | | Wel View how t | Is this come to Forsyth the Forsythes Trainin, o efficiently use this w Forsythes Training Mood | s your first nes Training g Moodle User G website. Ile User Guidet JMB | time here? | on |
| F | Forsythes | LOCATION Forsythes Training 9 Denison Street Newcastle West, NSW 2300 Australia | | CONTAC During b (Mon-Fri: Phone: (0 Fax: (02) | T INFORMATION usiness hours 8:30am to 4:30pm) 12/ 4922 0122 4969 0699 | S | OCIAL Facebook | |

Page layout

Home page

- 1. Copy of this Moodle User guide for your assistance
- 2. Lists all of the courses you are enrolled in
- 3. Navigation pane (left hand side) link to home page and list of enrolled courses under 'My courses'
- 4. Top right hand corner log out and grades





Course page

| . Maniputing ED | | | Tour progress |
|--|---|---|---|
| navigation | Welcome and introduction | | |
| Home = Dashboard > Site pages | This course has been designed for individuals who apply knowle and industry contaxts. | dge, practical skills and experience in) | eadership and management across a nange of enlerprise |
| My coarses Ensisten Online Interactive Materials | Individuals at this level display initiative and judgment in planning use communication skills to support individuals and teams to me | organiaing, implementing and monito et organisational or enterprise requirer | ring their own workload and the workload of others. They rents, |
| Management Fort N Leadership & Management Dip Leadership & Management Cliffeker RSRS1915 Die LAM | They plan, design, apply and evaluate solutions to unpredictable have a range of opportunities to demonstrate their understanding process develops real skills that enhance the participant and the | problems, and identity, analyse and sy a and application of the key manageme organisation as a whole. | nthesise information from a variety of sources. Participant of concepts of the course. The learning and assessment |
| Participants | Diploma Units | Clusters | |
| Competencies Grades Welcome and introduction | 858LDR501 Develop and use emotional intelligence 858WOR501 Manage personal work priorities and professional development | Management Cluster PART 1 | |
| Assessment Bookint, Submission & Peedback | 858LDR502 Lead and manage effective workplace relationships 859W04502 Lead and manage team effectiveness 859W04505 Provide leadership across the organisation | Management Cluster PART 2 | |
| Search forums | 858WH5501 Ensure a safe workplace 858AOM502 Menage Meetings 858MGT517 Manage Operational Plan | WHS, Meetings & Operational Planning PART 3 | |
| Advanced search @ | 858MGT516 Facilitate continuous improvement 858LED501 Develop a workplace learning environment | Project Planning & Risk PART 4 | |

Your course page will be set out similar to the image on the left. Please see brief explanation for each section below

Section 1: Welcome and introduction

Description on what is to be covered in the course

Information on the sections of the page:

- Learning resources
- Assessment booklet, submission and feedback

Assessment Instructions

- Submitting your assessment including location, file name, due date, time frame for submission

Student support, including student handbook

Section 2: Learning Resources

Various learning resources to help you complete the course and the assessment(s)

Can include:

Text books – recommended reading



Folders – containing multiple documents for review e.g. PDF, Microsoft Word



SCORM packages – interactive video files for viewing



PDF files – PowerPoint Presentations, Word documents



Website link – recommended reading or viewing on external website

| | Learning Resources | |
|---|--|--|
| Upcoming 👘 | | |
| events | These resources are here to help you complete this course. | |
| There are no upcoming events Go to calendar New event | Kanner public Konner | |
| O Recent activity ^{mm} | Ideally you start at the top of this list and work your way through the session resources to assist you to complete your program | |
| Activity since Sunday, 26 March 2017, 2:35 PM | Session 1 | |
| Full report of recent activity No recent activity | 1. Interactive Presentation - Guiding the Organisation | |
| | 2. Interactive Presentation - Culture and the Organisation | |
| | 🧯 Part 1 Session 1 Management Cluster PowerPoint Presentation | |
| | Session 2 | |
| | 1. Interactive Presentation - Emotional Intelligence | |
| | 🗯 Part 1 Session 2 Management Cluster PowerPoint Presentation | |
| | Session 3 | |
| | 1. A Interactive Presentation - Ethics and the Organisation | |
| | 1 S. Interactive Presentation - Leading and Motivating | |
| | 🧯 Part 2 Session 3 Management Cluster PowerPoint Presentation | |



Section 3: Assessment booklet, submission and feedback

Your assessment booklet, assessment templates and submission section is here.

Pre-brief assessment checklist – quiz that MUST be completed before attempting the assessment

| Forsythes | INTS BAY COURSES | A this course | THE HOLE BLOCK |
|--|--|---|---------------------------------|
| My courses > Forgethes Online Inter ATTORTION, PRE-BRIDT ASSESSMENT CHECK | active Materials > Manage | ment > Dip Landership & Management > CURRENT BERS1915 Dip LAM > Assessment Booklet, Subm | iction & Peedback > |
| ■ Quiz navigation | Connection I And yet informed Matched cut of 1 TF Ray specifier | You have read and understand the purpose of the assessment is detailed in the assessment booklet Select ann: $\label{eq:selectron} \begin{array}{c} & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & $ | \$ |
| Finish utternet | Density of Z but yet anoanced blacked count? This quantize | You understand that by completing the tasks within the basilet you are providing evidence to support partial application to support completency. Select one: $\begin{array}{cccccccccccccccccccccccccccccccccccc$ | art the required knowledge and |
| | Gaussian 3 | Too understand that the assessment tasks are benchmarked against nationally recognised training, within seasons | The tasks reflect the standards |

Templates – recommended templates to assist in completion of the assessment

Assessment booklet – this is the assessment booklet that must be completed and submitted for marking.

| ATTENTION: PRE-BILEF ASSESSMENT CHECKLIST | |
|---|---|
| Before you commence the assessments booklet provided you MUST complete the Pre-brief Assessment Checklist | |
| S PART 1 Work Priorities & Emotional Intelligence Assessment Dooklet | |
| Download your assessment broklet here | |
| PART 1 Work Priorities & Emotional Intelligence - Submit Assessment & Access Feedback | |
| When you have completed your appearant use this feature here to: | |
| Submit to Forsythes Taining for marking | |
| - Access your result and feedback summary | |
| Not available unless: The attivity ATTENTION: PRE-BIJEE ASSESSMENT CHECKLIST is marked complete | |
| 💁 PAET 2 Leadenhip Effective Workplace Relationships and Team Effectiveness Assessment Booklet | |
| Download your assessment backlet here | |
| 💩 PART 2 Laadsedsp (Thethe Workplace Infatemblys and Team (Thetheness - Submit Assessment & Access Feedback | |
| When you have completed your assessment use this feature here to: | |
| Gubmit to Fonsythee Training for marking | |
| Access your result and feedback summary | |
| Not available arrives: The artistic ATTINIDON: PBE-BBEF ASSESSMENT CHECKERT is marked consistent | 6 |

| Assessment Booklet, Submission & Feedback | |
|---|--|
| This section contains your assessment bookel and is also where you will submit your completed assessment tasks and access your result and feedback once it has been marked by your assessor. | |
| The assessment booket has been designed in MS Word. Please download the assessment booket and save to your desixtop or a folder with your course materials for this transing. | |
| Cantally read the instructions and respond to each question and activity in the tasks as outlined. If you need any assistance our thendy failing learn here at Forrythes Tasking are validing to help you. | |
| Assessment Instructions - Submitting assessments | |
| You are required to complete all assessment tasks in order to demonstrate your competence in this course. Please do not upload incomplete assessment tasks as you cannot be assessed unless fully completed. | |
| Defore submitting the assessment task, make sure that you have saved a copy with your own files, for your future reference if required. | |
| Assessments must be submitted within one-month of commencement of the unit's of competency. | |
| You will receive an automated reply acknowledging receipt of assessment. | |
| Your Trainer & Alasses will review pair each and provide feedback to you within one month of recipit of the assessment. When the assessment is finalised you will receive an email modifying you that you have feedback which you can access through the Assessment Booliec, Submission & Areback statistics. | |
| TTENTION: PRE-BREF ASSESSMENT CHECKLIST | |
| Before you commence the assessments booklet provided you MUST complete the Pre-brief Assessment Checklist | |
| PART 1 Work Priorities & Errotional Intelligence Assessment Booklet | |
| | |

Submit Assessment & Access Feedback – this is where you submit your assessment files for marking and where your result and feedback summary will be provided



Submitting an assessment

1. Home Page → Select the course you need to submit an assessment for from the list of all your enrolled courses e.g. BSB51915



2. The course page will now open as below

| L Manipation DR | | | Your progress (|
|--|--|--|---|
| Navigation | Welcome and introduction | | |
| ome Dashboard Site pages My courses * Forsythes Online Interactive Materials * Management | This course has been designed for individuals who apply knowle and industry contexts. Individuals at this level display initiative and judgment h plannin use communication skills to support individuals and teams to me They plan, design, apply and evaluate solutions to unpredictable | rdge, practical skills and experience in g, organising, implementing and monit et organisational or enterprise requirer a problems, and identify, analyse and s | leadership and management across a range of enterprise sing their own workload and the workload of others. They ments. mithesise information from a variety of sources. Participants |
| Cert IV Leadership & Management Dip Leadership & Management CURRENT BSB51915 Dip LAM Participants | have a range of opportunities to demonstrate their understandin process develops real skills that enhance the participant and the | g and application of the key manageme organisation as a whole. | nt concepts of the course. The learning and assessment |
| Competencies Grades Welcome and introduction Learning Resources | BSBLDR501 Develop and use emotional intelligence BSBWOR501 Manage personal work priorities and professional development | Management Cluster PART 1 | |
| Assessment Booklet, Submission & Feedback ATTENTION: PRE-BRIEF ASSESSMENT CHECKLIST | BSBLDR502 Lead and manage effective workplace relationships BSBWOR502 Lead and manage team effectiveness BSBWOF605 Provide leadership across the organisation | Management Cluster PART 2 | |
| PART 1 Work Priorities & Emotional Intelligenc PART 1 Work Priorities & Emotional Intelligenc | BSBWHS501 Ensure a safe workplace BSBADM502 Manage Meetings BSBMGT517 Manage Operational Plan | WHS, Meetings & Operational Planning PART 3 | |
| Effective Workplace Relationship | BSBMGT516 Facilitate continuous improvement BSBLED501 Develop a workplace learning environment | Project Planning & Risk PART 4 | |
| | BSBPMG522 Undertake project work | Learning Environment & Continuous Improvement | |



3. Scroll down and select 'Pre-brief assessment checklist'. You MUST complete this before submitting your assessment



- A summary of your attempt will appear, here you can 'return to attempt' if necessary
- Submit all and finish
- \circ Confirmation \rightarrow Submit all and finish
- \circ Your results will appear \rightarrow Finish review
- 4. Once the pre-brief assessment checklist has been completed, return to the course page using the navigation column on the left hand side
- 5. Scroll down and select 'Submit Assessment & Access Feedback' for the correct unit

| | assessment is finalised you will receive an email notifying you that you have feedback which you can access through the Assessment Bookiet, Submission & Feedback section. | |
|---|---|--|
| | ATTENTION: PRE-BRIEF ASSESSMENT CHECKLIST | |
| | Before you commence the assessments booklet provided you MUST complete the Pre-brief Assessment Checklist | |
| | ART 1 Work Priorities & Emotional Intelligence Assessment Booklet | |
| | download your assessment booklet here | |
| | PART 1 Work Priorities & Emotional Intelligence - Submit Assessment & Access Feedback | |
| (| When you have completed your assessment use this feature here to: | |
| | - Submit to Forsythes Training for marking | |
| | - Access your result and feedback summary | |
| | 🤄 PART 2 Leadership Effective Workplace Relationships and Team Effectiveness Assessment Booklet | |
| | Download your assessment booklet here | |
| | 💐 PART 2 Leadership Effective Workplace Relationships and Tearn Effectiveness - Submit Assessment & Access Feedback | |
| | When you have completed your assessment use this feature here to: | |
| | - Submit to Forsythes Training for marking | |
| | - Access your result and feedback summary | |
| | Not available unless: The activity ATTENTION: PRE-BRIEF ASSESSMENT CHECKLIST is marked complete | |



6. The Submit Assessment & Access Feedback page will open as below. Select 'Add submission'

7. Under the 'File Submissions' section, select the 'Paper' symbol to add each assessment file you are submitting, ensure they are labelled correctly. You can submit multiple files at once → Save changes once you have uploaded your files

| | 88 = |
|--------------|------|
| ▶ 🚞 Files | |
| | |
| Test Student | |



 Select 'Submit assignment' when you are ready to submit your work. Note: This MUST be selected to submit. Alternatively the files you have uploaded will be saved as a draft and can continue to be edited or changed until you select 'Submit.' The trainer will <u>not</u> be notified if you leave your submission as a draft.

| Submission sta | atus |
|---------------------|--|
| Attempt number | This is attempt 1. |
| Submission status | Draft (not submitted) |
| Grading status | Not graded |
| Last modified | Thursday, 26 March 2015, 11:05 AM |
| File submissions | Test Student BSBCUS301B Assessment Booklet.pdf |
| Submission comments | Comments (0) |
| | Make changes to your submission Submit assignment |

 Accept the 'Learner Declaration' (if agreeable) → Continue Submit assignment



10. Your trainer will now be notified that your assessment has been submitted and your result will be finalised within 1 month of submission.



Uploading a draft assessment

A draft assessment may be uploaded onto Moodle to:

- Save a copy of your assessment work to date
- Save a backup copy of your work (in addition to saving on your computer)
- Upload parts of your assessment ready for submission e.g. attachment or evidence for a task
- 1. To upload a draft assessment, complete steps 1-7 of 'Submitting an assessment' (see above)
- 2. Your uploaded documents will be displayed as a draft as highlighted on line 2 'Submission Status'

These documents will be saved here, even when logging out, until you select 'Submit Assignment'

| Subilitission sta | lius |
|---------------------|---|
| Attempt number | This is attempt 1. |
| Submission status | Draft (not submitted) |
| Grading status | Not graded |
| Last modified | Thursday, 26 March 2015, 11:05 AM |
| File submissions | L |
| Submission comments | Comments (0) Edit submission Make changes to your submission Submit assignment |

Submission status



Editing a draft assessment

- 1. Select 'Edit Submission'
- 2. Click on the document to be edited. The following pop up will appear

| | Edit Test Student BSB | CUS301B Resubmission - Assessme |
|-----|-----------------------|-------------------------------------|
| U | | t |
| n | Download Delet | e |
| a | | |
| av | Name T | est Student BSBCUS301B Resubm |
| Fo | Author T | est Student |
| sic | Choose license | All rights reserved |
| 2 | Path | ma Be |
| | | Update Cancel |
| | Las | st modified 31 March 2015, 10:23 AM |
| | Cre | ated 31 March 2015, 10:23 AM |
| Z | Siz | e 209.3KB |
| len | | |
| ~* | | |

- 3. Download the document and open in the appropriate program e.g. Microsoft Word
- 4. Make the changes to your document
- 5. Save to your computer
- 6. Upload to Moodle as a new file, using the paper symbol
- 7. Once you have uploaded the amended document, delete the original file you uploaded by selecting the delete button



Accessing Feedback

You will receive notification via email when your assessment has been marked. You will need to access the result by logging onto Moodle. You can access the feedback 3 different ways:

Option 1 – Email link (Recommended)

1. Select the link in the email notification that you have received '...appended to your assignment submission...'

| Yvette Bender has given feedback for assignment Management Cluster - Submit Assessment & Access Feedback | | | | |
|---|--|--|--|--|
| Yvette Bender <ybender@forsythestraining.com.au> Sent: Wed 15/Apr/2015 10:05 AM To: Jessica Spinks</ybender@forsythestraining.com.au> | | | | |
| BSB40812 Cert IV FLM ->Assignment ->Management Cluster - Submit Assessment & Access Feedback | | | | |
| Yvette Bender has posted some feedback on your assignment submission for 'Management Cluster - Submit Assessment & Access Feedback' | | | | |
| You can see it appended to your assignment submission | | | | |

2. Scroll down to 'Feedback', here your result is listed next to Grade and your feedback summary attached next to 'Feedback Files'. Your submitted documents can also be reviewed under 'Submission Status' at the top of the page

| Feedback | | | | |
|----------------|--|--|--|--|
| Grade | Competent | | | |
| Graded on | Thursday, 26 March 2015, 12:10 PM | | | |
| Graded by | Yvette Bender | | | |
| Feedback files | L Test Student BSBCUS301B Feedback Summary.pdf | | | |

Option 2 – On the course page

- 1. Home \rightarrow Select the relevant course from your 'My courses' list
- 2. Scroll down and select 'Submit Assessment & Access Feedback' for the correct unit

| J | BSBCUS301B Submit Assessment & Access Feedback |
|---|---|
| | When you have completed your assessment use this feature here to: |
| | - Submit to Forsythes Training for marking |
| | - Access your result and feedback summary |
| | |

3. Scroll down to 'Feedback', here your result is listed next to Grade and your feedback summary is attached next to 'Feedback Files'. Your submitted documents can also be reviewed under 'Submission Status' at the top of the page



Feedback

| Grade | Competent | | |
|----------------|-----------------------------------|--|--|
| Graded on | Thursday, 26 March 2015, 12:10 PM | | |
| Graded by | Yvette Bender | | |
| Feedback files | | | |

Option 3 – Grade option

1. Top right hand corner select the Grade icon from the drop down box.



2. Grades \rightarrow Select the name of the course \rightarrow Select the link for the course



3. Scroll down to the Submit Assessment & Access Feedback for the correct unit and click.

| ini fasi sur overs | · · · · · · · · · · · · · · · · · · · | (Empty) | | 0.100 | | |
|--------------------|---|-------------------|-----------|--------------------------------|-------|---|
| | · | (Empty) | | 0.100 | | |
| | 10. Inforactive Presentation - Risk Fundamentals | 0.00 % (Empty) | | 0-100 | | |
| | 11. Interactive Presentation - Risk Contest | 0.00 % (Empty) | | 0-100 | | |
| | 12. Interactive Presentation - Analysis of Rink | 0.00% (8mpty) | | 0-100 | | |
| | 13. Interactive Planentation - Risk framework | 0.00 % (Empty) | | 0-100 | | |
| | 14. Interactive Presentation - Continuously Improving Operations | 0.00 % (Empty) | | 0-100 | | |
| | 15. Interactive Presentation - Operating Sustainably | 0.00 % (Empty) | | 0-100 | | |
| | THE BREF ASSESSMENT CHEORUST | 100:00 % | 10 | 0-10 | 100 % | |
| | PART 1 Work Priorities & Emotional Intelligence - Submit Assessment & Access function in Accessment and Access function | - | Competent | Competent-Not Vot Competent | 0.19 | |
| | PART 2 Leaders Schrid Assessment Arms Acous Prethad Iffertures - Schrid Assessment & Access Predback | | | Competent-Not Yet | 1 | 1 |



4. Scroll down to 'Feedback', here your result is listed next to Grade and your feedback summary attached next to 'Feedback Files'. Your submitted documents can also be reviewed under 'Submission Status' at the top of the page

| | Submission status | |
|---|--|---|
| Competencies | Attempt number This is attempt 1. | |
| Welcome and introduction | Submission status Submitted for grading | |
| Learning Resources Assessment Booklet, | Grading status Graded | |
| Submission & Feedback | Last modified Wednesday, 29 March 2017, 10:53 AM | |
| ASSESSMENT CHECKLIS | File submissions 👘 HLTWH5006 Marking Guide.docx | |
| PART 1 Work Priorities Emotional Intelligenc PART 2 Leadership Effective Workplace | 2 Submission | |
| Relationship | Teedback | |
| | Grade Competent | |
| March 2017 | Graded on Wednesday, 29 March 2017, 11:00 AM | |
| Sun Mon Tue Wed Thu Fri Sa | Graded by | |
| 1 2 3 4 | mu guict munuy | |
| 5 6 7 8 9 10 11 | | |
| 5 6 7 8 9 10 11 12 13 14 15 16 17 19 20 21 22 23 24 | Feedback files Assessors feedback sheet.docx | > |
| 5 6 7 8 9 10 11 12 13 14 15 16 17 19 20 21 22 23 24 26 27 28 29 30 31 | Feedback files 🔄 🗃 Assessors feedback sheet.docx | > |



Resubmitting when deemed Not Yet Competent (NYC)

If you have been deemed Not Yet Competent (NYC) you must resubmit within 1 month of receiving your original feedback.

 Access your feedback for the unit (as per above process). Your NYC feedback will be listed at the bottom of the page, under Previous attempts, for your review

| This will copy the co | ntents of your previous submission to a new submission for you to work on |
|--|---|
| | Add a new attempt |
| | |
| | nis will create a new blank submission for you to work on. |
| | |
| | |
| Feedback | |
| | |
| Grade | Not Yet Competent |
| | |
| Graded on | Thursday, 26 March 2015, 2:14 PM |
| Graded on | Thursday, 26 March 2015, 2:14 PM |
| Graded on Previous atter Attempt 2: Thu | Thursday, 26 March 2015, 2:14 PM |
| Graded on Previous atter Attempt 2: Thu Submission status | Thursday, 26 March 2015, 2:14 PM rsday, 26 March 2015, 2:11 PM Reopened |
| Graded on Previous atten Attempt 2: Thu Submission status Submission comments | Thursday, 26 March 2015, 2:14 PM |
| Graded on Previous atter Attempt 2: Thu Submission status Submission comments Feedback | Thursday, 26 March 2015, 2:14 PM |
| Graded on Previous atter Attempt 2: Thu Submission status Submission comments Feedback Grade | Thursday, 26 March 2015, 2:14 PM |
| Graded on Previous atter Attempt 2: Thu Submission status Submission comments Feedback Grade Grade Grade on | Thursday, 26 March 2015, 2:14 PM |
| Graded on Previous atter Attempt 2: Thu Submission status Submission comments Feedback Grade Graded on Graded by | Thursday, 26 March 2015, 2:14 PM |

Attempt 1: Thursday, 26 March 2015, 11:09 AM

2. Select 'Add a new attempt

Add a new attempt based on previous submission

This will copy the contents of your previous submission to a new submission for you to work on.



This will create a new blank submission for you to work on.



3. Under 'File submissions' use the paper symbol to add your resubmission files. Save changes



4. Select 'Submit assignment' when you are ready to resubmit your work. Note: This MUST be selected to submit. Alternatively the files you have uploaded will be saved as a draft and can continue to be edited or changed until you select 'Submit.' The trainer will not be notified if you leave your submission as a draft.

Submission status

| | Attempt number | This is attempt 3. | |
|-----|--|--|--|
| | Submission status | Draft (not submitted) | |
| | Grading status | Not graded | |
| | Last modified | Tuesday, 31 March 2015, 10:23 AM | |
| | File submissions | Letter Test Student BSBCUS301B Resubmission - Assessment Booklet.pdf | |
| | Submission comments | ► Comments (0) | |
| | | Edit submission | |
| | | Make changes to your submission | |
| | | Submit assignment | |
| the | ne 'Learner Declaration' (if agreeable) \rightarrow Continue | | |
| | Submit assid | anment | |



6. Your trainer will now be notified that your assessment has been resubmitted and your result will be finalised within 1 month of submission.

5. Accept

Need additional help?

Student Support Days

Forsythes Training offer student support sessions to our training participants throughout their training programs.

These sessions are scheduled dates with a trainer/assessor who is available for support face-to-face in our training centre or via telephone/email or webinar.

Participants can come along for short periods or for the whole day and receive guidance with their learning program. Please check the website link below for dates http://www.forsythestraining.com.au/learning-flexibility/student-support-days/

Forsythes Training also provide a Student Support Officer who is available Tuesday through to Friday to offer assistance. Please email <u>MargaretM@forsythestraining.com.au</u> or call the office on 02 49 220 111

You are also free to contact our friendly staff at Forsythes Training by phoning 02 49 220 122 or emailing <u>training@forsythestraining.com.au</u>