

Enhance your wellbeing through science

Learn to live better.



NATIONALLY RECOGNISED
TRAINING

Course Guide

11250NAT Certificate IV in Wellbeing Science

 **Langley Group**
Institute

RTO No: 40655

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Welcome

Thank you for considering our 11250NAT Certificate IV in Wellbeing Science.

At the Langley Group Institute (RTO #40655), where we have seen great success with our 11069NAT Diploma of Positive Psychology and Wellbeing, we are now delighted to bring you a course that is educational and truly transformative.

This journey is designed to arm you with the knowledge, skills, and insights to enhance wellbeing, for yourself and for those around you.

This course is crafted to seamlessly connect the dots between the science of wellbeing and its practical applications in everyday life. Dive into the intriguing realms of positive psychology, emotional intelligence, and neuroscience.

You will discover evidence-based practices to boost mental health and learn to apply these techniques in various settings — whether at home, school, work, or while assisting others.

The demand for training in mental health and wellbeing has sky-rocketed, driven by an increasing awareness in the media and a recognition of the importance of supporting individual wellbeing across personal, business, educational, and community spheres. This surge is fuelled by:

- A rise in mental health issues post-pandemic, with one in four people experiencing mental health disorders
- Efforts to destigmatise mental illness, encouraging individuals to seek help and focus on personal growth
- Organisations acknowledging the impact of poor mental health on productivity and performance
- New policies across states focusing on psychosocial risks and employee wellbeing

The field of wellbeing science is vibrant, marked by a surge of interest and research over the last two decades. Even more thrilling is seeing this research adopted by businesses and communities. If there has ever been a time to study wellbeing and mental health that time is now!

The 11250NAT Certificate IV in Wellbeing Science addresses a crucial gap in accredited, evidence-based training. It offers a unique chance to learn the science behind wellbeing and apply positive interventions in daily life, providing support during challenging times. These skills are essential, both personally and professionally - they are life skills!

We have designed this course to offer:

- **Flexible Online Learning:** Complete the course in six to nine months from the comfort of your home
- **Applied Practice:** Our curriculum, grounded in rigorous academic research, incorporates experiential learning for practical, hands-on experience
- **Expert Facilitation and Support:** Experienced educators and practitioners, passionate about wellbeing, will support your learning journey every step of the way

Whether you are aiming to boost your career, implement wellbeing practices in your community, or embark on a personal growth journey, this course is a unique opportunity to deeply understand wellbeing science and its practical applications.

This guide provides all the information you need to navigate the course, including detailed unit descriptions, assessment criteria, support services, and further learning opportunities. We encourage you to read it thoroughly and reach out with any questions or for additional clarification.

We are thrilled at the prospect of you joining our community of learners and practitioners dedicated to making a positive impact on mental health and wellbeing. Together, we can build a healthier, happier, and more resilient society!

Looking forward to starting this incredible journey with you!

Best wishes,



Sue Langley
Academic Director



Yulia Zlatkin
CEO

What is Wellbeing Science?

Imagine a super-cool toolbox that combines the best tricks from positive psychology, brain science, emotional intelligence the study of societies, to help people live their best lives.

Wellbeing science is all about figuring out what makes us feel happy, strong, and connected to others. It is like being a happiness detective, exploring what helps people and communities thrive and bounce back from tough times.

The main mission? To use what we learn from science to make our lives better, boost our mental health, and create places where everyone can flourish, inside and out. It is all about making the world a happier, healthier place for all of us.

LET'S GET STARTED.



**NATIONALLY RECOGNISED
TRAINING**

Why study Wellbeing Science?

Wellbeing science is a field that advances individual and societal flourishing and also addresses critical challenges facing our world today.

There are so many positives from studying wellbeing science.

Studying wellbeing science at a personal level is about more than academic achievement; it is about embarking on a journey of self-discovery and transformation that enriches your life and the lives of those around you.



Did you know?

Studies have shown that enhancing your understanding of wellbeing leads to improved overall wellbeing. By embarking on the journey of learning about wellbeing, you are already taking the crucial first step towards a happier and healthier life.

What you will get out of it personally

Studying wellbeing science on a personal level offers numerous benefits that can profoundly impact your life and the way you interact with the world around you.

Here are some reasons why exploring this field can be rewarding:

- 1 Self-Understanding and Growth:** Understanding the principles of wellbeing science can lead to greater self-awareness and personal growth. You will gain insights into your own behaviours, thoughts, and emotions, helping you to identify areas for improvement and strategies to achieve your personal goals.
- 2 Improved Relationships:** By applying the concepts of wellbeing science, you can enhance your interpersonal skills, leading to stronger and more fulfilling relationships. Knowledge in this area can help you communicate more effectively, empathise with others, and build supportive networks.
- 3 Stress Management:** Learning about wellbeing science provides tools and techniques for managing stress and navigating life's challenges more effectively. This knowledge can help you maintain a balanced and resilient mindset, even in difficult situations.
- 4 Healthier Lifestyle Choices:** Wellbeing science emphasises the importance of holistic health, including physical activity, nutrition, and sleep. Understanding how these factors contribute to your overall wellbeing can motivate you to make healthier lifestyle choices.
- 5 Purpose and Fulfillment:** Studying wellbeing science can help you discover what brings you joy and satisfaction, guiding you towards a life filled with purpose and fulfillment. It encourages you to engage in activities and pursuits that align with your values and passions.
- 6 Enhanced Creativity and Productivity:** A solid understanding of wellbeing principles can boost your creativity and productivity. When you're in a positive state of mind, you are more likely to think creatively, solve problems effectively, and achieve your personal and professional goals.
- 7 Empowerment to Make Positive Changes:** With knowledge in wellbeing science, you're better equipped to make informed decisions that positively impact your life. This empowerment can lead to taking proactive steps towards achieving your desired outcomes in various aspects of life.

What you will get out of it professionally

There are a multitude of professional advantages that will position you to meet contemporary challenges and contribute significantly to various sectors.

Here are key professional reasons for delving into this dynamic field:

- 1 Address Mental Health Challenges:** With the rise in mental health issues globally, there is an urgent need for professionals who understand the complexities of mental health and wellbeing. This field provides insights into preventative measures and interventions that can mitigate mental health problems and promote resilience.
- 2 Enhancing Workplace Wellbeing:** There is a growing recognition of the importance of mental health and wellbeing in the workplace. Knowledge of wellbeing science is essential for creating positive work environments, leading to increased employee engagement, productivity, and retention.
- 3 Leadership and Management Skills:** Understanding wellbeing science is invaluable for leaders and managers aiming to inspire and support their teams effectively. It provides insights into motivational strategies, fostering a culture of resilience and positive organisational behaviour.
- 4 Innovative Health Promotion:** Professionals in public health, healthcare, and wellness coaching can utilise wellbeing science to design innovative programs that promote holistic health, preventing illness and enhancing quality of life for individuals and populations.
- 5 Educational Advancements:** Educators and school administrators can apply wellbeing science principles to support student mental health, foster positive learning environments, and contribute to the overall development of young people.
- 6 Emerging Career Opportunities:** As the importance of wellbeing continues to gain recognition, new career paths are emerging in areas such as corporate wellbeing, community health, and technology-based wellbeing solutions, offering diverse and fulfilling opportunities for professionals in this field.

The 11250NAT Certificate IV in Wellbeing Science uniquely combines personal growth with professional advancement, offering a holistic educational journey.



Unique benefits

Studying the 11250NAT Certificate IV in Wellbeing Science offers unique and key benefits that distinguish it from other courses.

- 1 Dive Deep into the World of Wellbeing:** We will explore everything from the ins and outs of positive psychology to neuroscience, to emotional intelligence. It is all about gaining a well-rounded understanding of what it takes to lead a truly flourishing life.
- 2 Unlock the Power of Proven Strategies:** You will arm yourself with evidence-based techniques and interventions that science says really work to boost wellbeing.
- 3 Skills You Can Use Today:** We will give you practical, hands-on skills and strategies that you can start using right away! It is about learning by doing, ensuring you are ready to roll out wellbeing initiatives that make a real difference.
- 4 Grow Inside and Out:** As you journey through this course, you will dive into self-reflection and personal development activities designed to help you grow and get to know yourself better. It is all about nurturing your own growth and gaining insights into your unique path to wellbeing.
- 5 Learn on Your Terms:** The course is built with you in mind, offering the flexibility to fit learning into your busy life. Whether you are juggling a job, family, or other commitments, our online study option means you can enhance your wellbeing expertise without putting your life on hold.
- 6 Pathway for More Learning:** If you are eager to dive deeper into the world of wellbeing, the 11250NAT Certificate IV in Wellbeing Science is just the beginning. It lays a strong foundation, preparing you for further exploration and study in areas like our Diploma in Positive Psychology and Wellbeing. It is your first step on a journey of endless discovery and growth.



This course prepares you to excel and create positive change in the wellbeing sector, enriching both your life and the lives of others.

Course Overview

Flexible and supportive learning

Our 11250NAT Certificate IV in Wellbeing Science is delivered entirely online, offering flexible and accessible learning for participants across the globe. You can commence the training whenever it suits you! The course is facilitator led through the pre-recorded videos.

Duration

The course is designed to be completed within six to nine months, requiring approximately three to four hours of study per week. We see this as the perfect balance between in-depth learning in wellbeing science and fitting into your bustling schedule. It is our way of ensuring you can grow without putting your life on pause.

Learning Platform

All course materials and activities are accessible through our state-of-the-art online learning platform. This platform provides an interactive and user-friendly environment where you can access lectures, readings, and assignments at any time, from anywhere.

Learning Structure

You are required to complete ten core units, each focusing on a specific aspect of wellbeing science.

Each unit consist of:

- Pre-recorded videos
- Slides
- Workbook
- Assessment Book

Learning Outcomes

Upon completing this course you will be empowered to:

- Navigate wellbeing science, plotting your current state to your wellness aspirations
 - Craft personalised plans for both physical and mental health, leading to a more vibrant life
 - Utilise positive emotions to turn challenges into growth opportunities
 - Enhance self-efficacy by setting and achieving meaningful wellbeing goals
 - Use brain-based strategies to shift your mindset for better wellbeing
 - Identify and leverage your strengths for greater wellness and fulfillment
 - Assess and apply strategies to strengthen your social connections and belonging
 - Shape your environment to support and enhance your overall wellbeing
 - Share wellbeing science insights to uplift and support others in your circle
-

Assessment

All assessments will be based on competency-based training and assessment principles and will result in a 'Competent' or 'Not yet competent' outcome. Your competency will be determined by the submission of your assessment workbooks for each unit. This will include:

- Mix of quizzes and questions to test your knowledge of the concepts taught
- Practical assignments to apply what you have learned. Assignments are designed to be both engaging and challenging, fostering personal and professional growth
- Creating a Positivity Portfolio to encourage reflection and real-world application and achievement of your wellbeing goals
- Our assessments are all about putting wellbeing science into action. They are practical, genuine, and yes – actually fun! We are confident they will even boost your own wellbeing levels. Plus, you will get personalised feedback on your assignments from our assessors, packed with insights and tips to keep you moving forward

Student Support

Our dedicated support services are here to make your learning journey smooth and enjoyable. Need technical assistance, study tips, or a wellbeing boost? Our team has got your back, ensuring your online learning experience is both positive and enriching.

National recognition

On successfully completing all the training and assessment tasks, the 11250NAT Certificate IV in Wellbeing Science qualification will be issued. A transcript listing all units of competency completed will also be issued. LGI will issue a qualification within 30 days of the final assessment being completed. See the LGI Student Information Handbook for more information.

Entry requirements

Learners must have:

- Year 10 or equivalent, written, and verbal English language skills
 - Basic computer skills, sufficient to access, save and retrieve documents and search websites
 - Access to a computer with stable internet
-

Tuition Fee

The total cost for the course is AUD\$2,900, and as an accredited course, it is exempt from GST and VAT. Payment is due at the start of the course.

Certificate IV - Online	Fees (excludes third party payment fees)
Option 1: Full payment	AUD\$2,900
Option 2: Payment Plan (incl. 5% admin fee)	AUD\$3,095
Instalment 1 at enrolment	AUD\$1,095
Instalment 2 at one month	AUD\$1,000
Instalment 3 at two months	AUD\$1,000

For details on refunds, please check the Student Information Handbook.

Who should participate?

This course is designed for a wide audience, reflecting the universal importance of wellbeing and the diverse applications of wellbeing science across professions and personal lives.

This course is ideal for professionals as well as individuals seeking to enhance their personal wellbeing and professional capabilities.

- **Mental Health Professionals:** Practitioners looking to integrate wellbeing science into their practice to enhance client outcomes
- **Healthcare Workers:** Allied health professionals interested in promoting holistic health and preventing mental health issues among patients
- **Human Resources Professionals:** Individuals working in HR who aim to implement wellbeing programs, improve employee engagement, and foster healthy workplace cultures
- **Educators and School Administrators:** Teachers, school counsellors, and administrators seeking to support student wellbeing and create positive school environments
- **Community and Social Workers:** Professionals engaged in community development, social work, and public health who wish to apply wellbeing principles to improve community health and resilience
- **Corporate Wellness Coordinators:** Those responsible for designing and managing wellness programs in corporate settings, looking to enhance employee wellbeing and productivity
- **Life Coaches and Wellness Coaches:** Coaches wishing to deepen their understanding of wellbeing science to better support their clients' goals for a happier, healthier life
- **Policy Makers and Public Service Officials:** Individuals in government or non-profit sectors who can influence public policy and community programs focused on health and wellbeing
- **School Students and Recent Graduates:** Those currently studying in related fields or recent graduates looking to specialise or complement their education with practical skills in wellbeing science

And importantly, anyone seeking Personal Growth: Anyone interested in learning more about wellbeing for their personal development, to improve their quality of life, and to foster positive relationships.

Your Core Units Of Competency

To attain the 11250NAT Certificate IV in Wellbeing Science, you need to successfully finish ten units of competency.

These core units dive deep into the theory, research, and practical tools essential to wellbeing science. Emphasising hands-on and experiential learning, you'll engage in diagnostics, delve into key readings, engage in self-reflection, participate in activities, and complete written assessments.

Plus, for those eager to delve deeper or go above and beyond, each unit offers additional reading and learning suggestions to further explore each topic.

NAT11250003

Enhance mental wellbeing using wellbeing science

Boost Your Mind: A Journey to Improved Mental Wellbeing!

- Improve mental health by blending self-reflection with wellbeing science
- Explore how brain function and habits affect happiness, learn mindfulness, assess your mental state, set goals, and apply effective strategies for positive change

NAT11250001

Enhance personal and professional wellbeing through application of wellbeing science

Elevate Your Wellbeing: Crafting Your Personal and Professional Journey!

- Assess your wellbeing, set goals, and design a personalised roadmap using scientific frameworks
- Empower yourself with tools for personal and professional fulfillment

NAT11250004

Apply upward spiral of positive emotions to enhance wellbeing

Elevate Wellbeing with Positive Emotions!

- Boost wellbeing by fostering positive emotions in life and work. Identify your emotional baseline and aim for higher positivity using the 'Broaden and Build' theory
- Employ wellbeing frameworks to maintain these emotions and create, apply, and assess strategies for a happier, more fulfilling life journey

NAT11250002

Apply wellbeing science to enhance physical wellbeing

Maximise Your Energy: Leveraging Wellbeing Science for Physical Health!

- Explore how wellbeing science improves physical vitality, linking physical health to joy and satisfaction
- Discover signs of physical wellbeing, behaviours affecting it, and proven tactics to uplift health and vitality

NAT11250005

Enhance self-efficacy through wellbeing science

Empower Your Potential: Building Self-Efficacy with Wellbeing Science

- Set and pursue personal and professional wellbeing goals with wellbeing science. Equip yourself with a wellbeing toolkit for more effective goal achievement
- Explore and enhance self-esteem and self-efficacy using science-backed strategies. Develop and evaluate strategies for real impact on self-belief

NAT11250006

Improve mental wellbeing through effective decision making

Improve Mental Wellbeing with Decision Making

- Enhance decision-making skills for improved mental wellbeing. Learn to navigate life's choices with confidence and insight
- Develop strategies to enhance decision-making, positively affecting mental state

NAT11250008

Create positive connections for social wellbeing

Cultivate Connection: Building Social Wellbeing Through Positive Relationships

- Assess your social ties and build a fulfilling social network. Learn and apply key strategies to grow uplifting relationships
- Employ evidence-based methods for tangible improvements in social interactions. Create a thriving circle of positive relationships, significantly boosting overall wellbeing

NAT11250007

Leverage strengths for increased wellbeing

Unlock Wellbeing Through Your Strengths

- Leverage your unique strengths to boost wellbeing. Identify and utilise your natural talents grounded in strengths theory
- Implement personalised strategies to apply strengths across life for positive wellbeing changes. Refine strategies to ensure a vibrant and fulfilling life

NAT11250009

Establish an environment for success

Foster Flourishing: Crafting Environments for Success

- Discover how to create environments for personal and professional success. Assess and optimise surroundings for social wellbeing using various strategies.
- Apply wellbeing frameworks to create inspiring and supportive spaces. Make changes that enhance overall fulfillment

NAT11250010

Assist in the development of others through the application of wellbeing science

Support and Inspire: Using Wellbeing Science to Empower Others

- Gain insights into identifying signs of low wellbeing and employing effective support strategies. Assist in setting achievable wellbeing goals and taking meaningful steps toward them.
- Master techniques to become a crucial source of empowerment, helping others reach higher happiness and satisfaction



A bit about us!

The Langley Group Institute is an Australian nationally recognised, registered training organisation (RTO #40655). We are dedicated to inspiring people to realise their potential through positive, evidence-based personal and professional development.

As an RTO we are responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all Australian Qualification Framework certificates.

Our 11069NAT Diploma of Positive Psychology and Wellbeing and our 11250NAT Certificate IV in Wellbeing Science are the world's first nationally accredited courses designed for people who want to learn how to apply positive psychology and wellbeing in their professional and personal lives, informed by research and best practice.

Our team live and breathe positive psychology and wellbeing, bringing real-world understanding of what it takes to inspire people to create flourishing workplaces, communities, and lives.

Interested in our 11069NAT Diploma of Positive Psychology and Wellbeing?


As positive psychology and the science of optimal human flourishing has entered the mainstream, wellbeing is increasingly recognised as a personal, business and social imperative.

In response to extensive research and analysis of emerging needs in workplaces, communities, schools and health-care environments, this course has been designed to fill the gap in accredited, evidence-based training.

Launched in Australia in 2013, the 11069NAT Diploma of Positive Psychology and Wellbeing offers a break-through opportunity to become a qualified practitioner of positive psychology.

Follow the QR code for more information!



 Diploma of
Positive Psychology
& Wellbeing

11069NAT

Meet Your Facilitator



Sue Langley – Academic Director of the Langley Group Institute.

In today's fast-paced and ever-changing world, understanding and harnessing the power of human potential has become more crucial than ever. Sue Langley is a remarkable individual who has dedicated her life to this pursuit.

Sue is the founder and CEO of the Langley Group and the Academic Director of the Langley Group Institute. Sue's passion for positive psychology, emotional intelligence and neuroscience and her unwavering belief in the ability of individuals to thrive and flourish has made her a prominent figure in the field.

The Langley Group, is a consultancy specialising in the transformation of organisations and their people through the science of human flourishing. Sue's experience shows that the theoretical understanding and practical application of neuroscience, emotional intelligence and positive psychology research, will inspire leaders and teams to build positive cultures and optimal performance.

Through the Langley Group and the Langley Group Institute, Sue Langley has touched the lives of countless individuals, empowering them to unleash their potential and thrive. By equipping organisations with the tools and strategies to foster positive work cultures, Sue has helped create environments that nurture wellbeing, resilience, and high-performance.

Her success with global businesses has fast seen other organisations follow their lead, and Langley Group's bespoke programmes are now delivered worldwide at all levels. Sue is a Master Trainer for the Mayer-Salovey-Caruso EI Test (MSCEIT), the Strengths Profile and the Work on Wellbeing tool, and holds (among many qualifications) a Masters in the Neuroscience of Leadership.

Find out more about Sue at www.suelangley.com.au.



Frequently Asked Questions

How is the Certificate IV structured?

The 11250NAT Certificate IV in Wellbeing Science consists of ten core units of competency. All units are completed online.

How long is the course?

The course can be completed in nine months. It can be completed in shorter time frames when a student can dedicate more time to the self-paced learning or has significant prior experience. When the course is not completed within the nine months, an extension will need to be applied for and the student may need to re-enrol. Fees will apply. Please refer to the Student Information Handbook.

How do I access the materials?

There is a robust student portal to access all the information you need to complete the Certificate IV. All readings, materials, videos and assessment information are online and a student login will be provided upon successful enrolment.

Do I need to complete any pre-work?

No, there is no required pre-work. All prescribed learning and assessments are contained within the actual online units.

How long do the assessments take?

Each assessment task will be different, so each may take varying length of time. It is up to you as the learner to manage your time. The course is designed to be completed over nine months, requiring approximately three to four hours of study per week.

What support will I have during the course?

You will be provided with a student support coach to assist you throughout your learning journey and if you need help completing your assessments. The course administrator will also be available to guide and assist you with enrolment, course resources, assessment, and logistics.

What happens after the course?

Once you have successfully completed all course requirements, you will be advised and provided with a certificate and record of results indicating you have been awarded the 11250NAT Certificate IV in Wellbeing Science from the Langley Group Institute.

What pathways are available to further study?

As a graduate of a nationally recognised training, you may seek credits to other relevant vocational training through the national recognition process.

You can also complete our 11069NAT Diploma of Positive Psychology and Wellbeing to further your studies in this field.

When do I enrol?

Enrolments are accepted all year round. As there are no specific cohorts you can enrol and begin at a time that suits you.

How do I pay the course fees? Are there any other costs?

Langley Group Institute uses the Ezidebit direct debit system for payments for our courses. This includes upfront payments and also payment plans. Our cost-effective payment plan options give you the flexibility to pay off your course over time.

By selecting the payment plan option, you agree to making payment to the full financial commitment, regardless of whether you are a current or withdrawn student (further information can be found in the Refund and Withdrawal Policy).

By using Ezidebit you also agree to the Ezidebit terms and conditions (please see below table). Here is a link to the [Ezidebit Direct Debit Service Agreement](#). You can reach Ezidebit by phoning 1300 763 256 or emailing to support@ezidebit.com.au.

The following incidental fees will be added to your direct debit transaction where applicable.

Ezidebit Fee Type	Fee Amount (inc. GST)
Direct Debits	
Student account set-up (once only charge)	AUD\$2.20
Bank account transaction fee	AUD\$0.99
Visa or Mastercard Merchant Service fee	1.89%
AMEX Merchant Service fee	2.70%
Student failed payment fee	AUD\$9.90

Please also refer to the terms and conditions around timeframes for paying invoices, including debt collection, which can be found in the Student Information Handbook on our website.

Is government assistance or FEE HELP available in Australia?

No. There are no VET Student Loans available.



Refund and deferment policy

What is the refund and deferment policy?

As a Registered Training Organisation (RTO), Langley Group Institute provides a fair and reasonable refund policy to all its students.

- LGI accepts no responsibility for any costs that you have incurred if a course is cancelled or rescheduled, including flights and accommodation
- If you wish to withdraw from the course for any reason once you have commenced your course, any outstanding payments owed to LGI, including payments owed under a payment plan, must be paid in full. In addition, LGI reserves the right to charge the full course fee should you wish to re-enrol in the course later
- Where valid compassionate grounds are established for a student withdrawing from the course, they will be eligible for a pro-rata refund of tuition fees paid
- Where a student cannot attend the sessions originally arranged, and still wants to do the training, alternative dates may be arranged, to accommodate their requirements, rather than providing a refund

For full details of the refund policy please refer to the Student Information Handbook on our website.

Withdrawals	
Prior to course commencement with one month notice in writing	Full refund, less a AUD\$500 administrative fee
Prior to course commencement with less than one month notice in writing	Not eligible for a refund for fees paid outside of compassionate grounds
After course commencement	Not eligible for a refund for fees paid outside of compassionate grounds

Deferment for face-to-face and virtual live learning intakes	
One deferral	Students can defer to another intake once only without penalty
More than one deferral	Any subsequent deferrals will incur an administration fee of AUD\$500 per deferral

Frequently Asked Questions

Recognition of prior learning

What should I do if I believe I may be entitled to RPL?

Students who believe they already have some of the competencies in the course through formal studies, work experience or life experience, may apply for Recognition of Prior Learning (RPL).

Application may only be made after enrolment and payment of fees, and must be made using the Recognition of Prior Learning Application Form that will be provided on request.

All applicants for RPL are encouraged to discuss this with their trainer prior to commencing the formal application process.

What are the steps involved for an evidence based RPL assessment?

- 1 The RTO will provide you with the resources you will need to collect evidence of your current skills and experience.
- 2 You collect evidence and return it to the RTO.
- 3 The assessor evaluates the evidence and notifies you if there are any further pieces of evidence that are required.
- 4 The assessor arranges an interview time with you if required, during which your evidence will be discussed as it relates specifically to the Competency Standards for which you are seeking RPL.

- 5 The assessor arranges an interview time with you if required, during which your evidence will be discussed as it relates specifically to the Competency Standards for which you are seeking RPL.
- 6 At this point an assessor may also recommend that you complete one or more units of competence in order to satisfy requirements.
- 7 The assessor conducts the assessment of all the evidence, and advises you of the RPL Decision Summary for Candidates.
- 8 The assessor deems you competent.
- 9 The RTO issues the appropriate statement of attainment or qualification.
- 10 The length of time for this process will depend almost entirely on how much evidence you have and the time taken to collect all of the relevant evidence.

Credit Transfer Information

LGI will recognise relevant qualifications and statements of attainment issued by any other RTO. Students must present all original documents. LGI may verify this information with the relevant institution.

Contact details

Who do I contact for enrolments, course enquires and administration queries?

The Langley Group Institute (RTO #40655)

Address: 6 James Street Windsor VIC 3181 Australia

ABN: 56 155 929 963

Telephone: +61 3 9005 8189

Email: contact@langleygroupinstitute.com

Website: langleygroupinstitute.com



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