
Career Training Institute (CTI) is a Registered Training Organisation that offers nationally recognised qualifications and internally developed courses.

The postgraduate program is established for students that would like to undertake further study following the completion of secondary school.

CTI has policies, procedures and a customer service charter and agrees to provide services accordingly. This charter is available on the CTI website under the *About Us* tab.

CTI holds all personal details in accord with its Privacy Policy. This policy is available on the CTI website under the *About Us* tab.

CTI welcomes feedback, which is essential to the continuous improvement of the organisation. The complaints and appeals policy and procedure are available on the CTI website under the *About Us* tab.

Students that have completed units of competency (or the equivalent) included in their course, are eligible for recognition of prior learning/credit transfer. The procedure for recognition of prior learning/credit transfer is available on the CTI website under the *About Us* tab. It is the student's responsibility to ensure that relevant RPL/credit transfer is applied.

Postgraduate courses are offered using a blend of electronic resources and trainer based support. Course materials are published on the CTI Learning Management System (LMS). In some courses hard copy material is also provided. Trainers and students correspond by phone and email, with the opportunity for online meetings if required.

Students commit to completing units of competency within a set timeframe. The timeframe for completion is provided to each student for their course of study. Students agree that CTI will issue an invoice for re-enrolment in the course if the coursework is not completed within the set timeframe and by the set date for course completion.

Where employers have accepted responsibility to pay CTI fees, students and employers have a clear understanding of the CTI fee structure as published in the course information (available under the postgraduate tab on the CTI website).

Employers will be notified of student progress throughout the course.

CTI will issue an award when

- the student has been granted competency for all the units of the course.
- full payment for the course has been made.

Student Agreement

By submitting an enrolment application, students agree to these terms of participation.