

Flexible and Online Learning — Support Sessions

- Certificate III in Accounts Administration
- Certificate IV in Accounting and Bookkeeping
- Diploma in Accounting
- Advanced Diploma in Accounting

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning		9:30 - 12:00 pm CIT Reid			
Midday Afternoon	12:30 - 3:00 pm CIT Bruce		12:30 – 1:30 pm Online	12:30 - 3:00 pm CIT Gungahlin	
Evening		5:30 - 8:00 pm CIT Gungahlin		5:30 - 8:00 pm CIT Tuggeranong	
		5:30 - 8:00 pm CIT Tuggeranong		5:30 - 8:00 pm CIT Gungahlin	

CIT Reid

37 Constitution Avenue, Reid | Room E208, Second Floor, E Block | Phone: 6207 4936

CIT Tuggeranong

Anketell Street, Greenway | Area G12 | Phone: 6207 3676

CIT Gungahlin

25 Gozzard Street, Gungahlin | First Floor | Phone: 6205 0154

CIT Bruce

35 Vowels Crescent Bruce | Area H | Phone: 6205 4250

Additional support

To make a booking at a Flexible Learning Centre

Go to: https://cit.au.libcal.com/calendar/flex_learning
or phone the Learning Centre you wish to attend.

Important: Please speak with a flex teacher **prior** to enrolling in your first subject.

Note: This timetable may change.

Sessions may change or be cancelled depending on internal/external circumstances.

For assistance, contact CIT Student Services on (02) 6207 3188 or info@cit.edu.au

Additional Information

All subjects in the **Certificate III** and **Certificate IV** and some **Diploma** and **Advanced Diploma** are available through flexible learning.

What is flexible learning?

- self-paced online study with teacher support in face-to-face/online sessions — as per timetable
- enrol and commence anytime
- attend as many face-to-face/online sessions as you wish or need
- study can be done remotely

Please note: You will need to attend some sessions for supervised assessments as per Tax Practitioner Board (TPB) requirements. Details of requirements can be accessed on the TPB website (<http://www.tpb.gov.au>).

What do you need to do to be successful?

To be successful using this mode of study, you need to be an independent organised learner, who can:

- attend some compulsory sessions
- be able to schedule time to finish course work independently
- complete assessments on time

You are given a maximum timeframe (mostly 9 weeks) to complete course work and assessments per subject; however you can complete earlier.

To commence your learning, we recommend starting with the subject **BUSN 548 BSBTEC302 Design and Produce Spreadsheets** — required for both Certificate III and Certificate IV. Also, we recommend enrolling and working through **ONE** subject at a time.

Important: Please speak with a flex teacher **prior** to enrolling in your first subject.

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