

CIT BUSINESS

Flexible/Online Learning – Support Sessions Timetable 202410

Monday 5 February 2024 to Saturday 6 July 2024 **(No sessions during ACT school holidays)**

		DROP-IN SUPPORT SESSIONS		ONLINE SUPPORT
MONDAY	No drop-in sessions			6:00 – 7:00 Sue Buckmaster
TUESDAY	CIT Bruce	5.00 – 7.00 pm	Tania Salvestro	Online Support by appointment. Contact your teacher via eLearn to make a booking.
WEDNESDAY	CIT Tuggeranong	5.30 – 7.30 pm	Sue Buckmaster	
THURSDAY	CIT Gungahlin	9.30 – 12.00 noon	Tania Salvestro	
	CIT Gungahlin	5.30 – 8.00 pm	Kate Keating	
FRIDAY	CIT Reid	9.00 – 12.00 noon	Tania Salvestro	
SATURDAY	CIT Tuggeranong	10.00 – 12.00 noon	Sue Buckmaster	

How to make a booking

Go to: https://cit-au.libcal.com/calendar/flex_learning

or phone the Learning Centre you wish to attend below.

CIT Tuggeranong – 205 Anketell Street, Greenway
(Area G12)

Phone: 6207 3676

Parking: behind the learning centre

CIT Bruce – Vowels Crescent, Bruce
(Ground Floor H Block)

Phone: 6205 4250

Parking: free student parking at all times

CIT Reid – 37 Constitution Avenue, Reid
(Room E208, Second Floor, E Block)

Phone: 6207 4936

After hours: 24-hour access available by application

Parking: daytime – pay parking opposite campus;
or evening – student or staff parking area after 4pm

CIT Gungahlin – 25 Gozzard Street, Gungahlin
(First Floor, near Gungahlin Library)

Phone: 6205 0154

After hours: access available by application on:

Saturday 10am – 5pm; **Sunday** 12pm – 4pm

Parking: evening is best on Hibberson Street

Where to buy textbooks

Students can purchase textbooks from:

1. www.citsa-shop.com; or
2. CIT Gungahlin and CIT Tuggeranong Learning Centres; or
3. Purchase over the phone from CITS Bookshop, CIT Reid

Phone: 02 6207 3301

email: citsa-shop@cit.edu.au

Parking

More information is available at

https://cit.edu.au/current/services/student_services/parking_at_cit

Opening Hours – all locations

[Locations and Opening Hours : Canberra Institute of Technology \(cit.edu.au\)](https://cit.edu.au/current/services/student_services/parking_at_cit)

What is Flexible/Online Learning?

- Flexible/Online learning is self-paced and provides flexibility if you are unable to commit to full-time study. Work through your chosen course one subject at a time.
- You must be an **independent learner**, be organised, come to sessions when you need to, be able to schedule time to finish course work and complete assessments on time.
- You are given a timeframe to complete each subject – 9 weeks (Certificate II and III) and 17 weeks (Certificate IV) – but may finish earlier.
- As soon as you have completed one subject you can enrol in the next subject.
- Sessions are available during school terms, but NOT in school holidays.
- Attend as many sessions as you wish at any campus (CIT Gungahlin, CIT Tuggeranong, CIT Bruce or CIT Reid). You don't have to attend the same session or same campus every time.
- Use the Library during opening hours. CIT Reid also has 24 hr access available and CIT Gungahlin on weekends – both by application only.
- Enrol any time and commence immediately.

More information on Flexible Learning can be found on the CIT website at

https://cit.edu.au/study/flexible_learning

How to Enrol

1. To study at CIT you must have a **Unique Student Identifier (USI)** – visit usi.gov.au, or Library/ Reception staff can help you get your USI.
2. **Apply** for the course
3. **Enrol** into subjects and pay enrolment fees
4. Provide **100 points of ID** to CIT Student Services when you arrive on campus.
See the **'Student ID Check Form'** at https://cit.edu.au/current/my_study/student_forms

Costs

- Subject Cost – there are a variety of Concessions and Fee Assistance available. Discuss your eligibility with Student Hub / Library desk / Reception staff.
- Textbook (if applicable) – there are a limited number of textbooks available for borrowing at the CIT Library, which can be used within the Library/Centre. You can buy textbooks and USBs at any CITSA Bookshop or buy textbooks at CIT Tuggeranong and CIT Gungahlin Learning Centres.
- USB – bring a USB with you.
- Printing – you will need to register your CIT ID card with the printer. You add credit via the icon on the desktop of the computer. Library/Reception staff can help with this.

IMPORTANT – if you do not pay your enrolment fees you will be deregistered and will not be able to enrol again for the whole semester.

Your first session

- Let the teacher know it is your first session.
- Bring with you – Textbook (if applicable) and USB.
- We will show you how to log onto the computer.
- **eLearn** – we will show you how to log into eLearn which is the system that displays your subjects and all the learning information.
 - a. You can log on remotely (eg. at home)
 - b. You will download your Subject Guide and the files required for your subject.
 - c. Every subject has a Subject Guide which tells you how to progress through your subject and has a checklist which needs to be checked off by the teacher.
 - d. Once all checklist items are complete you will sit the Assessment.

Enrolment, further advice and contact details:

- Certificate II & III – **Gungahlin** phone 6205 0154; **Reid & Bruce** phone 6207 4936; **Tuggeranong** phone 6207 3676 or email Rajiv.Sood@cit.edu.au or phone 6207 4936 (Business Administrative Officer)
- Certificate IV – email Sabina.Foster@cit.edu.au or phone 6207 3557 (Business Administrative Officer)
- General Information – email info@cit.edu.au or phone 6207 3188
- Teachers – please contact your teachers via the Chat Function in eLearn