

5 stages of the Best Option Training Journey

Student enquiry



1. Choose a course and apply for enrolment at bot.edu.au/apply-now
2. Complete Learning, Literacy & Numeracy (LLN) test online.
3. Student to pay \$500 non-refundable pre-enrolment fee
4. Student to complete ID check and an online Introduction with a BOT Supervisor.
5. BOT Supervisor to complete signature and ID tasks online.
6. Student accepted to study with BOT.

Enrolment



1. Maximum Student Fee quoted by BOT (only applicable if enrolled in a funded Qualification. N/A for fee free students).
2. Quotation accepted by Student.
3. Student to pay enrolment fee (payment plan available).
4. Student can proceed with Qualification through BOT Learner Management System online.

Support & Progression



1. Every Student is assigned a BOT trainer.
2. A Training Plan is created by the Trainer in conjunction with Employer/Supervisor and Student.
3. Student to complete any Recognition of Prior Learning (RPL max. 13 weeks).
4. Student Fee confirmed via funding body based on amended Training Plan (if applicable).
5. Option to proceed with payment plan or agreed instalments.

Training & Assessment



1. Student to study online on BOT LMS (min. 3 hours/week).
2. Student to perform Qualification related work on-site with Employer/Supervisor and record as Workplace Activities.
3. Employer/Supervisor verifies Third-Party Reports per unit.
4. Student is visited and assessed by Trainer on-site after completion of every 4-5 online units.
5. Gap Training by Trainer on-site or in class based on reviewed Training Plan (if required).
6. All Gap Training and Assessment is completed.

Completion



1. Revised Student Fee quoted by BOT based on training conducted (N/A for fee free students).
2. Student to accept final Student Fee.
3. Full payment of final Student Fee by Student (refund of fees if applicable).
4. BOT Compliance Team to review evidence of Assessment (Student may need to revise and resubmit non-compliant data assisted by Trainer).
5. Competency achieved based on Compliance Review.
6. Qualification issued by BOT.