You are entitled to 3-hours time release per week (pro-rata) averaged over a calendar month. You must record your study time on this calendar including the units of competency (UOC) or tasks that you completed on each day.

You need to dedicate 3-hours self-directed learning per week in order to complete your studies.

You must record and fax your monthly time release calendar to AVRIL at RMIT on (03) 9925 4144 every month.