



Certificate in CBT (Distance Learning) - PROCESSES

Step 1

- Register for the course via info page on www.cbt-centre.co.uk
- Access to Moodle and Introductory documents including Learners Handbook will be made available once a password and log in details have been issued (usually within 1-5 working days following registration). Once you have registered you have a maximum of 12 months to complete the course.

Step 2

- Pay fee and begin study of Module 1.
- Access to course materials and tutor via Moodle

Step 3

- Pay for, and commence, study of Module 2,3 & 4
- Access to course materials and tutor via Moodle

Step 4

- Complete coursework portfolio
- Submit completed coursework portfolio within 12 months following registration or at the first submission period following the 12 months since registration. The choice of submission date is made by you.
- Agree a submission deadline date with your tutor.

Step 5

- Submit your course work by the deadline date
- Receive email confirming receipt of your completed coursework portfolio.
- Portfolio is assessed and assessment outcome recorded, by your tutor, at MCCBT within 25 working days.

Step 6

- Internal Verification takes place and your portfolio sent for scrutiny to the External Examiner. This process takes no more than 20 working days.
- On successful completion a Certificate is emailed to you