

How to Use a Learning Bundle

What is a learning bundle?

A learning bundle groups together a set of related courses. When you enrol in the learning bundle, the Learning Centre automatically enrolls you in all the courses included in the learning bundle.

How do I enrol in a learning bundle?

You enrol in a learning bundle the same way you enrol in an individual course:

1. Find the learning bundle you want to enrol in — you can search or browse the catalogues.
2. Click the learning bundle name to open its description.
3. Click **Enrol now** at the bottom of the description.
4. Click **Confirm enrolment**.
5. Click **Go to the Knowledge Centre**.

The Learning Centre will add the learning bundle to your learning plan.

Do I have to complete all the courses in a learning bundle?

No. If you don't want to complete all the courses in the learning bundle, just click **Withdraw enrolment** in the bundle's Knowledge centre.

The Learning Centre will remove the bundle and its associated unfinished courses from your learning plan and move any completed courses to your records/transcripts.

I'm done. How do I complete the learning bundle?

If the bundle has an exam, complete and successfully pass the exam.

If the bundle doesn't have an exam, withdraw from the bundle once you've completed all the courses you want to.

How do I get my certificate for completing the learning bundle?

If the learning bundle has an exam, you can get your certificate once you've completed and passed the exam:

- Click **My certificates** in the Quick access panel on the Learning Centre home page; or
- Click **Print certificate** in the cog menu beside the learning bundle in My records/transcripts.

If the learning bundle doesn't have an exam, there is no certificate for it.



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