

# Flexible Learning Guidelines

Introduction	<p>Woolworths Limited is committed to developing our people. Flexible Learning provides the opportunity for all team members to have access to learning at a time and place that is convenient for them.</p> <p>The purpose of this guideline is to provide consistency in the application of Flexible Learning across the Woolworths Limited Group.</p>
What is Flexible Learning?	<p>Flexible Learning is the delivery of learning that is not in a traditional classroom setting or on job activity. It provides team members with increased choice and convenience to suit them. In particular, flexible learning provides learners with choices about where, when, and how learning occurs in consultation with their line manager.</p> <p>Woolworths Limited delivers flexible learning as eLearning. ELearning is defined as the “delivery of modulated learning courses through the SuccessFactors learning module, or over the Internet”</p>
Who does this apply to?	<p>This guideline applies to all Woolworths Team Members.</p>
Flexible Learning Locations	<p>eLearning may occur using the SuccessFactors Learning module and/or over the internet via web link at the following sites in order of preference:</p> <ul style="list-style-type: none"><li>• The Team Members home</li><li>• Woolworths Limited Regional or Area Office</li><li>• Local Library</li></ul> <p>Note: Learning at an Internet Café is not considered suitable as any safety or security risk is unable to be mitigated and it is not considered to be an appropriate learning environment.</p>
Types of Learning currently offered through Flexible Learning	<p>Activities that Woolworths Limited has identified as compulsory for completion. This is usually compliance type learning e.g. Corporate Induction or Licence to Operate learning.</p>
Guidelines for Mandatory Learning Requirements	<p>Any eLearning that is considered compulsory for an employee’s role must be rostered during ordinary hours of work. However, it can occur outside of the workplace e.g. at home, regional office etc.</p>
Calculation of eLearning duration for the purpose of rostering	<p>Best practice guidelines around the duration of the Online Learning module is determined by Woolworths Talent Development in its absolute discretion. The duration of the module is determined by the design process to reflect the time typically required to complete the learning and assessment of the module.</p> <p>Where the eLearning module cannot be accessed at the workplace or from home, team members must advise their Line Manager of the</p>

	<p>alternative learning location prior to rostering time off to complete their learning.</p>
Team member payment of eLearning	<p>Team members will be paid their base rate of pay, as set out in their Letter of Offer for their nominal duration of module. The nominal duration of the eLearning module is determined by the Woolworths Academy.</p>
Access Costs	<p>Other costs incurred in the completion of each eLearning module are incorporated in the calculation of the nominal duration of module.</p> <p>Example – “Welcome to Woolworths” online induction is one (1) hour in duration. Two (2) hours should be scheduled which is inclusive of base rate pay and other costs. Other costs are defined as home internet access costs &amp; electricity to access the eLearning module.</p> <p>No additional claims for costs other than those already stipulated in this guideline will be payable by Woolworths Limited.</p>
Exceeding the nominal duration time	<p>The nominal duration of module as determined by the Woolworths Academy takes into consideration individual learning styles and paces. As such, team members are not entitled to be paid for any additional time spent in completing an eLearning module in excess of the stipulated nominal duration of the module.</p>
Safety	<p>eLearning must take place within a safe, environment. This is a requirement whether learning is occurring at a Woolworths Limited worksite or another approved location.</p> <p>Team members are provided with information about how to establish a safe learning environment and will be required to complete the “Welcome to e-learning Safety Checklist” at the beginning of each eLearning module.</p>
Verification that Learning has taken place	<p>Once the team member has completed their online module, results are generated and stored in the SuccessFactors Learning module. Team members are able to access their completion status of modules via the SuccessFactors learning module. If you have any questions please contact your Line Manager.</p>
Procedures	<p>Contact the HRBC (Human Resources Business Centre) for advice relating to these guidelines.</p>
Effective Date	<p>Effective from "Welcome to Woolworths Induction" pilot commencing September 2011.</p>