

PROSPECTUS – MLE

MOBILE LEARNING EXPRESS



RAY KERKMEZ
MDR, BBA, LL.M



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START YOUR JOURNEY TODAY

THE WAY WE GET BY



Mobile Learning Express

learn the difference

Our Vision

MOBILE LEARNING EXPRESS

[By Ray Kerkmez, MDR, BBA, LL.M](#)

Education is a progressive discovery, simply the soul of society that should not only feel responsible for the education of children, but for the education of all adults of every age to improve our minds, so as to enable us to think for ourselves and achieve the impossible. The aim of education should be to teach us rather how to think, than what to think, with a gentle contempt for education, a man's mind, stretched by new ideas, may never return to its original dimensions.

We don't believe in perfect education systems. We believe in education systems that are a perfect reflection of the people who contemplate it. When you think of education fundamental – chances are a successful and high-earning career. We look there are many possible reasons for which an individual would desire success. Having a successful career will offer you a lot of benefits and real profitable opportunities. As we live in a world governed by social status and money, working your way up to the top will definitely improve your quality of life.



1.0 Executive Summary

Mobile Learning Express (MLE) is located in Sydney Australia
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Mobile Learning Express offers customized and flexible training courses, utilizing the latest industry practices and technology to deliver training virtually anywhere around the globe.

Mobile Learning Express is a pioneer in the field of continuing education and an online education center.

1.1 For Employers

The training we offer at Mobile Learning Express will fill skills gaps in your business quickly and easily, is flexible, and can be delivered where and when you need it.

- Accredited courses which are Nationally Recognized and meet established industries, enterprises, educational, legislative and community need.
- Essential skills that ensure superior training and access to highly skilled courses across all industries.
- skill levels in order to ensure businesses' continued competitiveness in global economic markets.
- Equips employees with qualifications your business may not currently have.

1.2 For Employees

No matter what your career goals are, whether you are interested in short courses that are designed to give you the skills you need in the quickest possible time or choosing more complex and technical skills to help you attain a more depth understanding of subject matter and help you gain the knowledge and confidence you need to upskill your career and earn your Diploma.

Depending on your course, your skills and experience. You can choose to study full-time or part-time. Our courses range in duration from one day to two years. Also, you can study when it suits you at your own pace from home or anywhere you may choose using your own laptop, tablet or smart phone. The final exam and assessment are also completed online giving you the ability to balance studies with work or family. This opens up many learning opportunities for those who can't travel to attend a training class in person. In addition, training becomes more affordable because there is no travel or accommodation cost.

1.3 Guide to Accreditation

1.3.1 Mobile Learning Express Statement of Attendance – Duration 1 to 30 days

- Developed to meet specific training needs. Training is assessed but is not Nationally Recognized.

1.3.2 Accredited Short Courses – Duration 1 to 2 months – Statement of Attainment

- Successful completion of coursework or have your skills and experience recognized through Recognition of Prior Learning (RPL). You will receive a Statement of Attainment that is Nationally Recognized.

1.3.3 The Diploma – Duration 12 to 24 months

- The Diploma is a Recognizable Testamur by the Australian Skills Quality Authority (ASQA). It is an academic award given after the completion of study through coursework or Recognition of Prior Learning (RPL).
- The Diploma qualification granted by Vocational Education and Training (VET) sector is typically completed within twelve to twenty-four months.

1.4 Strategic Objectives

Our aim at Mobile Learning Express, as a Registered Training Organization is to provide outstanding education helping students with the leadership skills they need to power ahead and enable them to take control of their career to the next level, to think strategically, and to be able to clearly and succinctly expound everything from organizational goals to specific tasks.

While it might sound appealing, but it is really worth taking an appealing route on the basis that it could also earn them a Diploma of Leadership and Management (BSB51915) which is Nationally Recognized through (ASQA).

The Diploma is usually deemed to be equivalent to the first year of the Degree. Successful candidates could progress to a Bachelor Degree and beyond.

The Accredited Diploma of Leadership and Management (BSB51915) is a smart way to gain entry into Universities, and future Migration Prospects and challenges. Learning pathway that can provide candidates with a fulfilling and interesting career opportunities in the private as well as public sectors in Australia and in many parts of the world.

1.5 Goals, Strategies and Objectives

Our goal is to expand and strengthen our education system by promoting our excellence in education services and allow for measurement of effectiveness towards the achievement of the goals and objectives to ensure that we maintain a high quality of education for the attendees of our courses.

1.5.1 Objectives

- utilizing the latest industry practices and technology to deliver training virtually anywhere around the globe.
- Provide customized and flexible training courses across all industries.
- Develop the exam and the assessment preparation classes and reference books to help students attain the accredited Diploma of Leadership and Management or accomplish other courses.
- Deliver offshore education programs and share in the demand for higher education.
- Personalized online classroom atmosphere for the students.
- Maintain our web-based services, to meet growing student expectations for rapid and effective education delivery.

1.5.2 In order to accomplish our objectives, our keys to success that drive business growth are:

- Formulating strategy about meeting objectives.
- Cover business strategy, strategy principles, and strategy concepts.
- Make sure overall strategies are also practical and measurable, delivered with a high-level brief covering the insight, idea, and rationale.

1.6 Mission

- Remembering Our Mission to Teach
- Support in the area of key skills

Our mission is to deliver exceptional ideas, experience-based solutions and results so all students are prepared for success in careers and life. We envision a world in which every student is prepared to succeed.

Mobile Learning Express is fully dedicated to the continuing education of industry professionals, creating mission statements that work, and provide students with the highest quality learning experiences and professional pursuits.

1.7 Keys to Success

- Focus on enhancing and improving our learning environment to provide staff and students with a wide range of education support services.
- Give students a positive learning experience that lasts a lifetime.
- Offer personalized online classroom atmosphere for the students.
- Provide in-house services and workshop training.
- Continuing of professional development and training seminars includes access to state of the arts presentation to suit specific requirements.
- Provide special training programs for potential entrepreneurs to start a new business or take existing business to new heights.
- Ongoing Course Assessment (OCS) to determine Student-Focused Learning (SFL) - what we think is important - through class activities, and how well are they learning, while others limit their business courses to general knowledge.
- The credibility, integrity and 100% dedication to education.

We are committed to making sure each and every student leaves our courses armed with knowledge and skills they can put into practice in the workplace.

2.0 Company Summary

Mobile Learning Express was founded by Ray Kerkmez in 2005. No stranger to the writing world, Ray has been creating business ideas since he was a child and scribbling them down - in order to explore deeper questions - in order to think and get others to think - in order to stretch the bounds of his imagination - in order to grow.

2.1 Company Ownership

Mobile Learning Express T/A, TJK and Co Pty Ltd (ABN 941 1684 7164) is a privately-owned corporation, incorporated in state of NSW 2005. Ray Kerkmez is the sole Director.

2.2 Certificate of Registration

Mobile Learning Express is registered with the Australian Skills Quality Authority (ASQA) as a Registered Training Organization (RTO) under the National Vocational Education and Training Regulator Act 2011. (RTO no. 41584)

3.0 Services and Studying Online

Mobile Learning Express provide professional courses across all industries, then seemingly deliver them online, or in-house workplace training to boost productivity in the workplace and employee engagement activities to make the classes more accessible for all attendees.

Students, job seekers and working professionals are all aiming to earn Vocational Education and Training (VET) Qualifications for better career prospects. If you are one of them, online study may be the best option for you. You just need to be focused so that you can keep completing assignments from time to time. Believe it or not, you are bound to succeed.

3.1 The Advantages of Studying Online

Considering the fact that there are numerous benefits that are linked to education and advancing your qualifications, there are as yet far more advantages for people who pursue online education as to achieve their goals. Some of the most basic benefits of studying online include:

- **Flexibility:** Online learning classes can be taken during a lunch break, while your children are out playing games, or even while you are cooking dinner! It is not necessary for you to be present in a classroom at any fixed time for the duration of the course so as to complete your qualification. But this does not mean that you would not be required to work at all. You would be required to do the same type of study as a traditional campus-based student, that too within a particular time limit. The only flexibility you would enjoy is that you can study and finish your work at any time of the day.
- **Location:** The best part about studying online is that education comes to you no matter where you are as long as you have a computer connected to the Internet. So, wherever you are, at home, at work, or your favorite beach or park, you can easily access your course work and enjoy the environment in which you are completing your studies.
- **Affordable:** Say goodbye to all financial issues like convenience meals, childcare expenses, as well as the money would have had to spend reach campus thirty minutes away. With the availability of online courses, you can study from the comfort of your own home, without having to face the many financial hardships that come with having to attend traditional college.
- **Personalized Attention for All:** Students who enroll in online programs get to receive a much more individualized attention from their tutors as compared to the attention students who study in traditional classes. Online education classes are virtual and students and teachers basically correspond with each other through emails, telephone calls etc. This is one reason why your tutors would know more about you, your learning pattern and your requirements as compared to the students they get to see three or four times a week.

These are some of the most basic advantages of online study and one should closely look at the benefits of online education before making a decision. Make sure that the course you are taking is one which would help you grow professionally and not one you would repent taking.

4.0 Web Plan Summary

Mobile Learning Express has created a website: <https://mobilelearningexpress.com> to provide an Internet presence that will better represent it through digital images and text to effectively market the Company and expand its presence.

4.1 The Enhanced Website Includes:

- General information and online catalogue.
- Businesses, law, personal development, and technology courses summary
- Key course information about the Diploma of Leadership and Management
- The benefit of the Recognition of Prior Learning Diploma (RPL) and information about converting skills into qualification.
- Evaluation overview about (LLN) Language, Literacy and Numeracy for adult's assessment tool.

5.0 Management Summary

Ray Kerkmez is the sole manager and founder of Mobile Learning Express and oversees the entire operations. Ray Kerkmez has been the main instructor for all classes from day one. He has fulfilled all qualifications to exceed the requirements. He continues to provide expertise in special areas such as Entrepreneurship and Lean Process and Six Sigma.

6.0 Executive Summary Operations

Mobile Learning Express relies on the proven skills of its founder to take advantage of the growing need for education, training, coaching and other related business enhancement services. Ray Kerkmez, who brings more than two decades of entrepreneurship training and life coaching expertise to the business, leads the company as it was established, as a high-quality training provider across Australia and abroad.

Mobile Learning Express continues to differentiate itself from its competitors through lower pricing and the continuing development of unique classes, personal training and coaching, along with expanding on the one-stop-shop for training. The one-stop-shop approach is expected to allow substantial gains in the largest segment of a growing market. This focused approach also makes it easier for Mobile Learning Express to establish and retain a position as an industry leader.

7.0 Best of the Best

7.1 The Diploma

The Diploma of Leadership and Management is an academic award given after successful completion of Vocational Education and Training (VET) which is equivalent to first year of an Undergraduate Degree. The Diploma is usually deemed to be equivalent to the first year of the Degree. Successful candidates could progress to a Bachelor Degree and beyond.

The Diploma is a recognizable Testamur by the Australian Skills Quality Authority (ASQA) certifying a qualification equivalent to first year of an Undergraduate Degree. These pathways could be your springboard into degree-level study at a world-class institution. You'll be fully integrated into university life and the student community from day one. The Diploma qualification granted by Vocational Education and Training (VET) sector is typically completed with 12 to 24 months of study. When accepted for credit as part of a bachelor's degree, it is usually deemed to be equivalent to the first year of the degree.

7.2 How Vocational Education and Training (VET) Works

Under the Australian Qualifications Framework (AQF), the achievement of a group of competencies leads to the attainment of a VET qualification. The following qualifications can be issued within the VET sector: Certificate I; Certificate II; Certificate III; Certificate IV; Diploma and Advanced Diploma.

7.3 Global Recognition

Degrees from Australian schools, universities, and institutions are recognized all over the world. Graduates from Australian schools are highly sought after by both Australian and international employers. This is due to the impressive international reputation of the Australian education system, which is highly regulated by their government in order to keep up with the high standards of education in the country.

7.4 Qualification Recognition

After graduating from an Australian Registered Training Organization (RTO), Technical and Further Education (TAFE), and University, a student's education qualifications are recognized by international employers and education institutions around the world. This is due to the fact that all Australian education qualifications are included under one national system—Australian Qualifications Framework (AQF). The AQF makes it easier to progress to the next AQF level anywhere in Australia by linking school, vocational, and university qualifications. Because of the AQF, it is also easier for overseas governments to recognize education qualifications. International employers know that the AQF stands for a world class education in a modern and technologically advanced society. Because of this, students who study online or abroad in Australia but choose to pursue careers elsewhere find it easier to find work following graduation. International students in Australia can be confident that the education qualifications they receive will service them well throughout their lives, no matter where life takes them.

7.5 Education Institution

Education institutions in Australia are among the best in the world. International employers recognize the value of an accreditation from an Australian Institution, making it far easier for students who study online or abroad to find work in their chosen field following graduation.

8.0 Diploma of Leadership and Management

8.1 Qualification Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organizing, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organizational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyze and synthesize information from a variety of sources.

8.2 Total Number of Units to Fulfill the Requirements for BSB51915 Diploma

Twelve (12) Units

- [Develop and use emotional intelligence \(BSBLDR501\)](#)
- [Manage operational plan \(BSBMGT517\)](#)
- [Lead and manage effective workplace relationships \(BSBLDR502\)](#)
- [Lead and manage team effectiveness \(BSBWOR502\)](#)
- [Undertake project work \(BSBPMG522\)](#)
- [Manage risk \(BSBRSK501\)](#)
- [Manage an information or knowledge management system \(BSBINM501\)](#)
- [Manage meetings \(BSBADM502\)](#)

- [Manage people performance \(BSBMGT502\)](#)
- [Manage quality customer service \(BSBCUS501\)](#)
- [Develop a workplace learning environment \(BSBLED501\)](#)
- [Facilitate continuous improvement \(BSBMGT516\)](#)

9.0 Recognition of Prior Learning (RPL)

9.1 RPL and Skills Recognition

A Diploma of Leadership and Management RPL may be the solution you are looking for. An RPL in Leadership and Management can be achieved online in just months with the expert assistance of Mobile Learning Express and their proven track record of quality service and accessibility.

9.2 Convert Your Skills into Qualifications

Attain a Nationally Recognized qualification using only your existing skills and work experience.

Convert your experience into a Nationally Recognized Qualification with Australia's comprehensive leader in Recognition of Prior Learning (RPL).

9.3 Total Number of Units to Fulfill the Requirements for BSB51915 Recognition of Prior Learning Diploma

Twelve (12) Units

- [Develop and use emotional intelligence \(BSBLDR501\)](#)
- [Manage operational plan \(BSBMGT517\)](#)
- [Lead and manage effective workplace relationships \(BSBLDR502\)](#)
- [Lead and manage team effectiveness \(BSBWOR502\)](#)
- [Undertake project work \(BSBPMG522\)](#)
- [Manage risk \(BSBRSK501\)](#)
- [Manage an information or knowledge management system \(BSBINM501\)](#)
- [Manage meetings \(BSBADM502\)](#)
- [Manage people performance \(BSBMGT502\)](#)
- [Manage quality customer service \(BSBCUS501\)](#)
- [Develop a workplace learning environment \(BSBLED501\)](#)
- [Facilitate continuous improvement \(BSBMGT516\)](#)

10.0 Statement of Attainment

10.1 Issuing Statements of Attainment

The issuance of a Statement of Attainment recognizes that students do not always study a whole AQF qualification in which they are enrolled. They may choose to complete only a unit or units of competence from a qualification or part of qualification. Through the use of the Statement of Attainment, the Australian Qualifications Framework (AQF) acknowledges that completion of accredited units contributes to the progression towards achievement of an individual's lifelong learning goals. Students who have completed an accredited unit(s) in these circumstances are entitled to receive a Statement of Attainment. A record of results (interim transcripts) will also be issued.

11.0 Language, Literacy and Numeracy (LLN)

Language, literacy and numeracy (LLN) are the essential underpinning skills that enable people to be productive in their work, to continue to learn and develop, and to participate fully in society. All employers, employees, vocational trainers and others responsible for workforce development need to understand that LLN skills are an ongoing and integral part of workforce development. We recognize that not all people are able to read, write and perform calculations to the same standard. To help give you an idea of the language, literacy and numeracy skills required to study this course. All international students should sit for our LLN assessment before enrolment.

12.0 Courses for School Students

- Gain quality workplace skills and experience to help launch your career.
- Select from a wide range of courses that are not available at school.
- Develop work-related skills and experiences that are recognized by employers.
- Develop independence and confidence in an adult learning environment.
- Gain an insight into various industry areas to help you decide on a career pathway.
- Potentially gain recognition for prior learning for your previous study or work.
- Course may be delivered online or at your school.

12.1 Contribution to Further Studies

If you successfully undertake The Vocational Education and Training (VET) at school and want to continue your studies, you would be eligible for credit in the course containing the units of competency you have completed as part of your VET course.

13.0 Business Simulator

Designed for international students or students not in the workplace, our Business Simulator (BS) is an extra feature which we have built into the assessment. The Business Simulator accessed through our innovative business simulations, creating the most engaging and interactive learning events for businesses and business schools, A range of easy-to-use and up-to-date business simulations designed to complement your business management courses. Means Learners log-in to our website and move through the user-friendly environment to access simulations of the business that they require in completing their assessment. This assessment can be used equally for students or employed Learners. The employed Learner can use their organization while those without employment can use the Simulated Business.

13.1 Unique Learning Delivery Platform

13.1.1 Infrastructure

- Business strategy and planning documents
- Annual general meetings
- Current projects

13.1.2 People

- Hierarchal structure
- Job descriptions
- Applications for job description

13.1.3 Policies

- Finance policy
- Administrative policy
- Human resource policy
- Quality policy
- WHS and emergency policy
- Customer relationship management
- Travel policies
- Marketing policy
- Conferences

13.1.4 Procedures

- Contingency planning
- Administrative procedures
- Customer relationship management
- Emergency procedures
- Financial procedures
- Human resource procedures
- Quality
- Meeting procedures

13.1.5 Performance

- Head office
- Local branch
- Interstate branch

15.1.6 Documents

- Administrative
- Customer relationship management
- Emergency and incident forms
- Financial
- Human resources
- Risk management
- Marketing
- Travel forms
- Small business

13.1.7 Select scenario

- Information management system

14.0 Short Courses

Short courses have already gained their fame in the education sector as being wonderful opportunities to learn many different topics, and study multiple subjects at the same time. They are designed to give you the skills you need in the quickest possible time.

14.1 Skills and Knowledge

- Develop your skills and knowledge in your chosen area of professional, personal or academic interest.
- Our courses are continually updated to ensure they remain current, relevant and a consistently high quality.
- With classes that cover a diverse range of interests and designed for all stages of life, you can learn new skills, gain new insights or discover your untapped creativity.
- First-rate courses make it all possible at Mobile Learning Express – The center for continuing education.

14.2 Advantage of Short Courses

The high advantage of short courses is that they can be from technically any field, regardless of what you study right now. You can consider your chosen short course as an aid to specialize further or see your study from a different perspective or you can take an intensive look to a different field you see as a hobby and you are fond of.

Short courses show potential employers you are motivated, keen to learn and sharp. They show current employers you are not content to rest on your laurels, and that you see continual improvement as a priority.

14.3 Short Courses Can Also Be Used to Turn Your Career Towards A New Direction

Those who have completed short courses in fields unrelated to their careers show an open and interested mind, an enthusiastic attitude and a lust for life. They are highly practical, so you can specialize in your field of interest.

Courses in areas of self-development, such as leadership, workplace communication and conflict resolution, can make you the ideal candidate for a higher role in your workplace.

14.4 You work In an Interdisciplinary Field

You may have studied a certain field, but now the company you work in is specialized in a field where many disciplines are interrelated. This is highly possible nowadays! Let's take, for example, an engineering company with its marketing department. Once you take a short course in marketing, you will feel more competent in your department.

14.5 You Want A New Element in Your CV

The short course is an extra academic activity which will find its place in your CV and will enrich your experience. This is very useful especially if you are looking for a job or better opportunities.

15.0 Employers and Small Business Owners

As an employer, these courses can help you effectively deal with employee issues and workplace relations. Working every day on the same tasks, small business owners run the risk of their ideas getting tired and their minds uninspired. A short course, which may offer new ideas and can really fire up the mind and inspire greater business success.

15.1 Good for Workers, Good for Business

Skilling your staff is good for your business and good for your workforce.

15.2 We Give You the Full Experience

Our training programs can improve business performance, profit and staff morale.

15.3 Advantages to Your Business Include

- you choose what new skills your workforce gains, targeting skills to meet the needs of your operation for now and in the future.
- training your staff can result in better customer service, better work safety practices and productivity improvements.
- you demonstrate to your workforce that you value them enough to invest in them, improving loyalty and staff retention. In turn, retention is a saving to you.

15.4 Training Has Many Benefits for Your Staff

- They acquire new skills, increasing their contribution to the business and building their self-esteem.
- The training they do can take them into other positions within the organization – positions with better prospects and/or better pay.
- They're upskilled to do new and different tasks, which keeps them motivated and fresh.
- Because they're being trained on your time, they see that you value them enough to invest in them. A good company is seen as one that retrains rather than churns.

16.0 Corporate Training

Imagine training that is relevant to your real-world experiences and challenges. A program that lets you drive the ideas and gives you the ability to contribute to the skill base of your team. We can work with you to provide a fully customized corporate learning solution to address your staffs' requirements.

16.1 Learning Solutions

We offer specially designed learning solutions focused on addressing your organization's key challenges. We understand that each organization is unique and we work in partnership with you to deliver solutions to your particular needs. We can tailor existing courses or develop a fully-customized corporate program to include:

- Identifying critical organizational issues.
- Conducting a comprehensive training needs analysis.
- Clarifying key learning program in consultation with key stakeholders.
- Conducting a pilot program.
- Program evaluation and follow-up.

16.2 Corporate Programs

Our corporate programs and courses are designed according to adult learning principles, structured to meet the needs of different learning styles and incorporate practical exercises and group work where appropriate to ensure effective learning transfer. Case studies and examples drawn from your

organization or industry sector can be incorporated to ensure maximum relevance of course content, and to facilitate the immediate application of the knowledge and skills gained in your workplace.

16.3 Benefits to You

16.3.1 Cost Savings

- For groups of ten or more participants, it's an extremely cost-effective and time-efficient way of developing your staff.

16.3.2 Convenience

- We can present our courses online, on your premises or an alternative location at a time of your choosing.

16.3.3 Relevance

- Off-the-shelf content can be tailored to suit your organization. Your staff will benefit from both your and our individual attention.

16.3.4 Discretion

- If you or your staff have a confidential issue or project to work through, it can sometimes be difficult to discuss these in a public forum. An in-house course offers the opportunity to develop your staff with discretion.

16.3.5 Quality

- You will experience the same quality of content and presenter you've come to expect from our public courses.

16.3.6 Follow Up

- We provide a report on participants' feedback ensuring you have a record of the success of the event.

16.4 Cost-Effective Customized Corporate Courses

Courses offered on our public program can be adapted to meet your organization's specific needs and delivered online, on your premises or at a location to suit you. We currently offer a number of courses, which can be presented in a similar format to the public course, or we can combine and adapt elements from deferent courses.

16.5 Our Presenters

We expect and deliver an extremely high standard of teaching. All our presenters have high level qualifications in their areas of expertise and extensive teaching experience. We engage academics, practitioners and consultants to ensure a wide range of approaches.

16.6 Fees and Charges

Course fees vary depending on the number of participants, student materials and cost of presenter.

16.7 Customization

Content can be customized to suit your organization. This may include placing more or less emphasis on particular topics, changing the order of sessions, or substituting/including relevant case studies or examples provided by you.

16.8 Location

We can deliver the course online, on your premises or at a location to suit you.

16.9 Inclusion

All participants receive comprehensive course notes and a certificate of completion.

17.0 Online Coaching Services - Helping people become their best.

Many organizations around the world are currently using online coaching, offering their staff training to fast-track achievement and extend much-needed competencies. Our primary objective is to transform our client's staff into the leaders and managers of tomorrow ready to take on the complex and unpredictable challenges of working in turbulent times. We target the development of individual skills and competencies and the strengthening of the individual's connection to corporate objectives.

Mobile Learning Express understands everyone has different learning styles and life commitments. Our Coaches are committed to helping you succeed and reach your goals, address your specific skill gaps or challenges.

- Learners can undertake the courses at their own pace.
- Learn how to get clarity on what you really want and set a course of action to achieve those goals.
- Simply book online with your contact details. One of our student advisers will contact you soon to schedule a suitable time.
- We help students reach the next level in their studies growth plans. We'll show you how to get there.
- Our Coaches have helped hundreds of students from diverse backgrounds.
- We focus on areas particular to your setting or context, tailoring the professional learning to your needs or the needs of your organization or company.

18.0 Learning Management System (LMS)

Learning management system is a concept emerging directly from e-Learning. Help the instructor deliver material to the students, administer tests and other assignments, track student progress, and manage record-keeping. LMSs are focused on online learning delivery but support a range of uses, acting as a platform for fully online courses, as well as several hybrid forms, such as blended learning and flipped classrooms.

Through LMS, we create and integrate course materials, articulate learning goals, align content and assessments, track studying progress, and create customized test for students. LMS allows the

communication of learning objectives and organize learning timelines. LMS leverage is that it delivers learning content and tools straight to learners, and it can also reach marginalized groups through special settings. Such systems have built in customizable features including assessment and tracking. Thus, learners can see in real time their progress and instructors can monitor and communicate the effectiveness of learning. Such systems have built in customizable features including assessment and tracking. Thus, learners can see in real time their progress and instructors can monitor and communicate the effectiveness of learning. One of the most important features of LMS is trying to create a streamline communication between learners and instructors. Such systems, besides facilitating online learning, tracking learning progress, providing digital learning tools, and manage communication, can be used to provide different communication features.

19.0 Digital Library

19.1 Digital Audio Lectures

Our Digital Audio Lectures are like having your own private lectures wherever you go. We incorporate another method; listening to audio (LTA) to enhance your understanding of significant concepts and theories, while alleviating the repetitiveness of studying from books. Maximize your study time by studying during times when reading from a book or digitized course material isn't convenient (e.g., while exercising, commuting to work). The lectures offer an audio (MP3) review of each of the courses content areas. Access to the Content Summary Digital Library is included.

19.2 Digital Video

Our Digital research library (DRL) provides an extensive resource of case study video extracts to assist students to develop the understanding, and the interest needed to evolve a practice.

19.3 eBook

Our online library provide access to eBooks through our library catalogue. Download the title using Adobe Reader to view it on laptop, tablet or smart phone.

20.0 About Ray Kerkmez

Ray Kerkmez has in-depth experience in the Corporate, Commercial and Retail sectors including franchise disputes, and this has given him a deep and penetrating knowledge of problems that can arise for business people which enables him to understand the issues in Commercial Disputes so that he can assist parties to reach a resolution of the issues in a dispute while eliminating the need to waste time, money and resources fighting it out in court. His major milestones include accountability for a broad range of business and legal functions, capturing problem related issues, facilitating smooth-running operations and achieving long-term growth objectives.

- Successfully worked on many small and multi-million dollars deals negotiated affiliate contracts worldwide, establishing operational excellence within culturally diverse environments, developed and implemented policies and strategies and overhauled and combined agreements and processes.
- Successful in mediating matters related to Corporate, Commercial, Retail & Franchise that comprise private and institutional investors, debt-holders and investment bankers.
- The fundamental strength of Ray Kerkmez' practice addresses and solves challenges, by first understanding the client's distinct situation, and then offering comprehensive strategies tailored to address each client's unique requirements.
- A skilled tactician, negotiator, conciliator and deal maker successful at capturing cost reductions, facilitating smooth-running operations and achieving long-term growth objectives.

- Unique blend of expertise. Skilled at dealing with property owners, investors, bankers and engineering consultants.
- Critical Thinker, successful at building corporate value and leading a sophisticated manufacturing and service organization.
- Effective decision making under unfavorable conditions.
- Proficient in all four levels of Core FPD Competencies.

20.1 Education

Completed Postgraduate Studies at the University of Technology Sydney (UTS) and has been admitted to the degree of:

- Master of Laws (LLM) completing a Double Major in:
 - International Law and Corporate & Commercial Law
- Master of Dispute Resolution (MDR)

20.2 Other Studies

- Bachelor of Business Administration (BBA)
- Fulfilled the requirements for BSB51915 Diploma of Leadership and Management.
- Fulfilled the requirements for TAE401110 Certificate IV in Training and Assessment.
- Philosophical Ethics (University of Sydney).
- IT & eCommerce (University of Sydney).
- Successfully completed the requirements for the Advanced Collaborative Practice at UTS
- Mediation studies and has been Accredited under the National Mediator Accreditation System.

20.3 Honors

- Globalization and International Economic Law (High Distinction)
- Crisis Negotiation (High Distinction)
- Competition Law in a Global Context (Distinction)
- Dispute Resolution in Commerce (Distinction)
- Dispute Resolution in Civil Practice (Distinction)

20.4 Independent Coursework Achieved through studies and Creation

- 200+

20.5 Research Papers Written

- Globalization & International Economic Law
- Conflict in the Middle East
- Ethics
- Dispute Resolution in Commerce
- International Human Rights
- Philosophy
- Competition Law in a Global Context
- Role of Economics in Competition Law
- Postmodern Ethics
- Negotiation
- Crisis Negotiation
- Metaphor in Mediation
- Management Skills
- ADR In the Context of (WTO), (GATT), (FTA) & (RTA)

- Dispute Resolution in Civil Practice
- Workplace Dispute Resolution
- Dispute Resolution
- Socio-Legal Research
- Legal Writing
- Literature Review
- Comparative Approach Law
- Family Dispute Resolution
- Using Mediation in Workplace Dispute
- Mediation

20.6 Membership and Organization

- International Association of Coaching (IAC)
- Association for Coaching (AC)
- International Ombudsman Association (IOA)
- Resolution Institute - Combining LEADR and IAMA
- Law Council of Australia (LCA)
- Collaborative Professionals (NSW) Inc.
- The Royal Society of New South Wales
- Professional Affiliate Australian Psychological Society (APS)

20.7 Experience and Contribution

- Strategic planning based on analysis including political, economic, social and technological, i.e. (PEST) analysis and (SWOT) analysis
- Plan courses in consultation with the staff, arrange course timetables and coordinate and supervise teaching assistants to conduct classes
- Provide professional consultative services to government and industry
- Responsible for choosing the syllabus and the books that are suitable for each learning level
- Keep tracking of the students' progress
- Develop and maintain job descriptions and KPIs
- Develop and maintain position profiles
- Apply staff selection processes using interviewing techniques
- Develop training plans for staff to meet identified skill gaps
- Identify suitable sources of training support
- Arrange training programs to reduce skill gaps for all staff
- Agree on KPIs with each staff member
- Plan and maintain review dates and data collection to enable performance management
- Set appropriate remuneration levels for job accountabilities
- Initiate incentive schemes using KPIs that are within the control of staff
- Research and write a syllabus which covers everything to be taught in a course
- Interpret training packages, prepare lessons and produce resources such as typed notes, diagrams, demonstrations and model patterns for use in teaching
- Teach students in classrooms or workshops, providing theory and practical training through lectures, discussions, practical demonstrations and supervision
- Assess students by setting and marking exams and assignments and evaluating completed projects
- Assess students and staff members of the contracted industries to make sure that resources written addresses their needs
- Counsel and advise students with career and pathway to further education, and refer them to counsellors if needed
- Attend meetings and liaise with the community and industry to address gaps skilling for their staff

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