

Plant Skills. Harvest Knowledge.

Mentored Learning Overview

Searching for classes? Visit us at www.benchmarklearning.com

Welcome to Benchmark Learning's Mentored Learning Solution. The following is an overview of what to expect from start to finish. Please read this document, sign the Mentored Learning Acknowledgement Form on the last page and turn in to the Mentor on your first day. If you have any questions, please see your Mentor.

Mentored Learning Schedule & Sessions

The schedule can be found on benchmarklearning.com/solutions/ML_schedule.aspx.

There are two sessions available per day, 8:30am – 12:00pm and 1:00pm – 4:30pm.

If you purchased a standard course, you receive two half-day sessions for each day of Instructor-led Training. You are given 120 days from the date of purchase to complete your class (sessions). In addition you are able to audit your class via Mentored Learning or Instructor-Led Training within 180 days from the date of purchase, on a space available basis.

If you purchased a customized modular solution, you receive the number of half-day sessions you purchased based on your assessment results and learning plan. You are given 120 days from the date of purchase to complete your sessions. The class audit option is not available on customized solutions. If you need additional sessions or have questions, contact your Education Advisor.

You may also **schedule subsequent sessions** by calling 952.896.6800 or asking the receptionist while you are here. You can schedule for one or multiple sessions at a time. We recommend scheduling at least 24 hours prior to when you would like to come in.

If you should need to **cancel a session** that you have scheduled, please notify us by email at info@benchmarklearning.com. You must cancel no less than two business days prior to your scheduled session(s). If you cancel less than 48 hours prior or don't show up for a scheduled session(s) it will be deducted from your remaining available sessions.

Checking In

Upon arriving at Benchmark Learning for your Mentored Learning sessions, you can go directly to the Mentored Learning Classroom. The Mentor will have an attendance sheet in the classroom for you to sign in on.

Starting your Mentored Learning Class

At your first session you will be given a Mentored Learning Welcome Packet, your login information, your courseware and headphones.



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For more information, call or visit us online.
www.benchmarklearning.com | 952.896.6800

Mentored Learning

- Your login information will be needed to begin each session. We do recommend logging in to your computer immediately upon arrival as the process to download your personal image can take a few minutes. You can choose any available workstation in the Mentored Learning Classroom. Workstations are not reserved or assigned.
- The courseware you receive on your first day is yours to take with you between your sessions. You are responsible to bring it with you to your subsequent sessions. If you should lose your courseware, you will need to pay for a replacement copy. Also, if you choose to audit your class via the Instructor-led option, and if the courseware has revised significantly, you may need to purchase an updated version of the courseware (this is a rare occurrence). On your first session you will sign a form acknowledging that you received your courseware.
- As part of your Mentored Learning training a pair of headphones will be provided for you. They are cleaned each night; however, you are welcome to clean them before use with the wipes provided at the Mentor's desk. When using the headphones, please note that listening to audio at high volumes can cause hearing problems. Benchmark Learning cannot be responsible for any hearing problems. If you would like to use a different pair of headphones from those provided, you can bring those with you to each session. If you should forget or misplace your headphones, you can purchase an additional pair for \$15.

Mentored Learning Classroom and Facility Amenities

During your Mentored Learning training you are welcome to enjoy the amenities within our building. Our student lounges are available for you to relax, take a break, and check in with the office. For your convenience we also have a student business center, small private rooms for cell phone calls and a fax machine. Should you need anything while you are at our facility please see the receptionist and we will do our best to accommodate you.

As a courtesy to other students in the Mentored Learning environment we do ask that you turn your cell phone and/or pager to silent. If you do need to take a phone call please use our break room, business center or the small private room at the south end of the main hall.

Completing your Mentored Learning Class

When you have completed your Mentored Learning class please let the Mentor know. The Mentor will provide you with the course completion information and walk you through the completion process, including having you complete an evaluation, printing of your course certificate and discarding your VPC images from storage.

Additional Classes

If you are nearing the end of your Mentored Learning class and you would like to start another one immediately after, contact your Education Advisor so they can get your courseware ordered. Please keep in mind that it does take approximately one week for the courseware to arrive.

To learn more about Mentored Learning or to schedule a preview or hands-on session, please call us at 952.896.6800 or send an email to info@benchmarklearning.com.

