

essential skills for study, work and well-being

EmpowerU Support Series

Eleven short online courses on study skills, communication, well-being and personal development, available through the CWTS LMS or as SCORM files for your own LMS.

ABOUT THIS GUIDE

Short online courses for study, work and well-being

The EmpowerU Support Series is a set of eleven short online courses designed to support individual and professional development, and to help people learn and work more efficiently. The courses give employees and students skills for the problems they meet in the workplace and in study.

This guide explains what each course covers, who the series suits, the two ways to access it, the prices and what to expect. It is designed to be read alongside the EmpowerU course page on our website.

At a glance

The series	Eleven online courses, EU1 to EU11
Format	Online and self-paced, up to 2 hours per course
Suits	Students, learners and employees, and the RTOs that support them
CPD points	2 per course, 10 for the full series
Completion	Certificate of Completion for every hosted enrolment, single course or full series
Access	Hosted enrolment in the CWTS LMS, or SCORM files for your own LMS

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About Coast Wide Training Solutions

Coast Wide Training Solutions (CWTS) is a team of VET compliance and RTO administration specialists with over 70 years of collective experience. Our roles have spanned facilitators, resource developers, compliance managers, auditors and RTO managers. EmpowerU draws on that experience in the learning and development sector, and reflects the values that guide our work: excellence, integrity, teamwork and communication.

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WHO EMPOWERU IS FOR

Support for learners, when they need it

The courses give employees and students practical skills for the problems they meet at work and in study, and they build communication, integrity and teamwork skills that carry into everyday life.

Each course is short, online and self-paced, so learners can fit it around their study and work. RTOs can offer the courses to learners as an additional layer of support alongside their own student support arrangements, and individuals can enrol themselves for their own development.

The series is organised by topic, so learners can choose the courses that match what they are working on now, or complete the full series.

> **Each course contributes 2 CPD (continuing professional development) points. Completing the full series contributes 10.**



Who the series suits

- ✓ RTOs that want learner support resources to offer to students
- ✓ Students starting or returning to study, or preparing for assessment
- ✓ Employees and workplace teams developing study and work skills
- ✓ Individuals building their own skills in communication, well-being and personal development

How the courses group by topic

Study and learning

EU1 Remote Working and Learning, EU3 Developing Effective Study Skills, EU6 Understand Assessments, EU7 Plagiarism and Academic Integrity, EU8 Critical Thinking

Communication and technology

EU4 Digital Literacy, EU5 Communicating Effectively

Well-being and personal development

EU2 Stress and Well Being, EU9 Diversity, Equity, Inclusion and Belonging, EU10 Entrepreneurial Mindset, EU11 Conquering Imposter Syndrome

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THE COURSES

EU1

Remote Working and Learning

Supports the move from a traditional office or campus to a successful remote working and learning setup.

- Develop the skills needed to work and learn successfully from home
- Use proven strategies for common remote work and study obstacles
- Apply techniques that support efficiency and productivity
- Keep a healthy balance between personal and professional life

2 CPD points | Up to 2 hours

EU2

Stress and Well Being

Helps learners recognise and manage stress to improve their overall well-being.

- Recognise common stress triggers in study and work settings
- Tell healthy and unhealthy coping strategies apart
- Practise stress management techniques, including cognitive restructuring, relaxation methods and mindfulness
- Apply the strategies to well-being, performance and productivity, in study and beyond

2 CPD points | Up to 2 hours

EU3

Developing Effective Study Skills

Focuses on developing and applying strategies that improve learning outcomes and academic performance.

- Manage time, set goals and maintain motivation
- Improve memory retention, note-taking and critical reading
- Build academic writing skills
- Prepare for exams with study plans and proven strategies

2 CPD points | Up to 2 hours

EU4

Digital Literacy

Builds the foundation skills needed to use digital technologies and platforms for learning, work and daily life.

- Navigate and use digital technologies with confidence
- Build internet proficiency and safety awareness
- Practise responsible digital citizenship and social media use
- Learn about collaborative tools and strategies

2 CPD points | Up to 2 hours



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THE COURSES, CONTINUED

EU5

Communicating Effectively

Prepares learners to communicate effectively in the learning environment, using a range of modes, methods and tools.

- Communicate clearly in educational settings using verbal, non-verbal and written skills
- Use active listening to improve comprehension and engagement
- Choose the right communication medium for each context
- Overcome common barriers to communication and collaboration

2 CPD points | Up to 2 hours

EU6

Understand Assessments

Guides learners through the types of assessment they may meet in their vocational studies.

- Understand the types of vocational assessment and their requirements
- Prepare for quizzes, essays, presentations and exams
- Use time management and stress reduction techniques during assessments
- Analyse and apply feedback to improve study habits and performance

2 CPD points | Up to 2 hours

EU7

Plagiarism and Academic Integrity

Explains the importance of writing honesty, the complexities of plagiarism and the ethical standards expected in professional writing.

- Identify and avoid plagiarism in academic and professional work
- Use practical strategies and tools to uphold academic integrity
- Build research skills through citation and referencing techniques
- Understand the implications of plagiarism and ethical dilemmas in scholarly settings

2 CPD points | Up to 2 hours

EU8

Critical Thinking

Provides tools and techniques for logical reasoning, evaluating arguments, assessing evidence and making informed decisions.

- Analyse information, solve problems and make informed decisions
- Strengthen logical reasoning and evaluate arguments and evidence
- Develop creative thinking techniques that support innovative solutions
- Use practical tools and strategies in complex environments

2 CPD points | Up to 2 hours



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THE COURSES, CONTINUED

EU9

Diversity, Equity, Inclusion and Belonging (DEIB)

Helps learners understand the importance of diversity, equity, inclusion and belonging, and support diversity initiatives in the workplace, the classroom and society.

- Promote diversity, equity, inclusion and belonging in personal and professional life
- Create inclusive environments that value and respect individual differences
- Build empathy and emotional intelligence
- Recognise and address bias and systemic oppression
- Create moments of belonging that support collaboration, engagement and well-being
- Support and lead diversity initiatives in a range of contexts

2 CPD points | Up to 2 hours

EU10

Entrepreneurial Mindset

Inspires and equips learners to develop the mindset and skills needed to pursue personal and professional goals.

- Develop a mindset that fosters creativity, innovation and resilience
- Identify and evaluate business opportunities and create value propositions
- Design sustainable business models and validate ideas
- Create and test prototypes and refine ideas
- Practise pitching ideas to investors and stakeholders
- Build and use networks to support entrepreneurial ventures

2 CPD points | Up to 2 hours

EU11

Queens and Warriors, Put Your Crowns Back On: Conquering Imposter Syndrome

Helps learners recognise Imposter Syndrome, understand its five types (Perfectionist, Expert, Natural Genius, Soloist and Super person) and explore its negative impacts, such as burnout, missed opportunities and isolation.

- Recognise Imposter Syndrome and its signs in yourself
- Use specific coping techniques for each of the five types
- Challenge self-doubt and build confidence in your skills and achievements
- Overcome the mental barriers that hold you back at work and in life
- Prevent burnout with healthy habits that balance personal and professional life
- Apply practical tips and tools straight away
- Build resilience and a mindset that embraces success

2 CPD points | Up to 2 hours



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WAYS TO ACCESS EMPOWERU

Two options to suit your RTO

Choose the model that fits your delivery approach and systems. Both options give access to the same eleven courses.

Option 1: hosted enrolment

Through the CWTS LMS, charged per learner

Learners are enrolled into the CWTS LMS to complete the EmpowerU online courses. Each course contributes 2 CPD points, and learners receive a Certificate of Completion for single courses and the full series.

- No set-up for your RTO
- Immediate access for enrolled learners
- Enrol yourself, or enrol someone else
- Single courses or the full series

Good for: RTOs wanting zero set-up and immediate access, or individual upskilling.

Option 2: SCORM files

Self-hosted in your own LMS

We supply SCORM (Sharable Content Object Reference Model) packages for import into your learning management system (LMS). We supply SCORM 1.2 plus many more formats, so you can request the file type your LMS needs.

- Non-exclusive, perpetual (outright) licence
- One RTO legal entity and one LMS instance or site, meaning one production URL or domain
- Additional LMS instances, sites or legal entities need additional licences

Good for: RTOs that prefer to deliver internally through their own LMS and manage access and reporting in house.

	Option 1: hosted enrolment	Option 2: SCORM files
Where learners study	CWTS LMS	Your RTO's LMS
Set-up	None	Import the SCORM files into your LMS
How it is charged	Per learner enrolment	One licence per course, or one full series licence
Formats	Online in the CWTS LMS	SCORM 1.2 plus many more, as requested
Access and reporting	Learners enrolled by you or by CWTS	Managed by your RTO





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PRICING

Prices for each access option

Prices are in Australian dollars. Prices exclude GST, which is added to your invoice.

Option 1: hosted enrolment through the CWTS LMS

SINGLE COURSE

One EmpowerU course

$35 + GST

Per learner enrolment

Online and self-paced, up to 2 hours, with a Certificate of Completion. Contributes 2 CPD points.

FULL SERIES

All EmpowerU courses

$350 + GST

Per learner enrolment

The full series with a Certificate of Completion. Contributes 10 CPD points.

Option 2: SCORM files for your own LMS

SINGLE COURSE LICENCE

One EmpowerU course

$750 + GST

Per course

Non-exclusive, perpetual licence for one RTO legal entity and one LMS instance or site.

FULL SERIES LICENCE

All EmpowerU courses

$7,500 + GST

For the full series

The same licence terms, covering all EmpowerU courses in this guide. EU11 is included free within the full series licence.

Before you choose

Tell us how many learners you expect and which LMS you use, and we will confirm the better-fitting option. Prices exclude GST, which is added to your invoice.



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GETTING STARTED

From enquiry to first login

Option 1: hosted enrolment

1

Choose your courses

Select a single course or the full series on the EmpowerU course page of our website.

2

Enrol

Choose Enrol Myself or Enrol Someone Else and complete the enrolment form.

3

Learn online

Learners complete each course at their own pace in the CWTS LMS, in up to 2 hours per course.

4

Receive a certificate

Learners receive a Certificate of Completion, and each course contributes 2 CPD points.

Option 2: SCORM files

1

Tell us about your LMS

Let us know the courses you need and the file type your LMS requires.

2

Purchase the licence

Purchase through the CWTS shop and request the file type you need. Licence terms apply to one RTO legal entity and one LMS instance or site.

3

Receive the files

We supply the SCORM files in the file type you requested, including SCORM 1.2 and many more.

4

Import and deliver

Import the files into your LMS. Your RTO manages access and reporting.



Questions about enrolments or compatibility

Contact our team on admin@coastwidetraining.com.au to request enrolments, ask for a specific SCORM file type or discuss LMS compatibility before you buy.

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FREQUENTLY ASKED QUESTIONS

Common questions

How long does each course take?

Each course is online and self-paced, and takes up to 2 hours to complete.

How many CPD points do the courses give?

Each course contributes 2 CPD points. The full series contributes 10.

Can individuals enrol, or only RTOs?

Both. Individuals can enrol themselves, and an RTO or employer can enrol someone else.

Do learners receive a certificate?

Yes. Learners receive a Certificate of Completion for each single course enrolment and for the full series enrolment.

What is SCORM?

SCORM stands for Sharable Content Object Reference Model. It is a standard e-learning package format that your LMS can import and run.

Which SCORM file types can I request?

SCORM 1.2 plus many more. Tell us the file type your LMS needs when you buy, and we will supply it.

Does one SCORM licence cover several LMS sites?

No. The licence covers one RTO legal entity and one LMS instance or site, meaning one production URL or domain. Additional instances, sites or legal entities need additional licences.

Is any course included free?

Yes. EU11, Queens and Warriors, is included free within the full series SCORM licence.



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let's talk

Talk to us about EmpowerU

To request enrolments, ask for the SCORM file type your LMS needs or discuss LMS compatibility, contact our team. Tell us how many learners you have in mind and which access option suits your RTO.

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Related services and guides: RTO Administration Coaching, RTO Compliance Coaching, VET Foundations, Quality Management System products.

Disclaimer. This guide is correct at the time of publication. Changes to legislation, the Standards for RTOs and CWTS products and services may affect the currency of this information, and Coast Wide Training Solutions may update it without notice. Prices exclude GST, which is added to your invoice.

Version control. V1.0 July 2024 initial publication. V2.0 November 2025 minor updates. V3.0 January 2026 added product access options and pricing. V4.0 October 2026 full revision for the new guide design, with course details and prices aligned to the website.

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