

Dear Parents/Guardians,

Following the Victorian Premier's announcement regarding the extension of Stage 3 Restrictions, the following arrangements are in place for delivery of our VET programs and Structured Workplace Learning for students.

Structured Workplace Learning (SWL) will not take place during Term 2 but will aim to recommence during term 3.

As per the Department's advice, TAFES and Colleges are required to remain open. However, it is not possible for the TAFE providers to comply with social distancing measures during face-to-face course delivery.

TAFE providers remain open and will deliver the theory components of the VET courses online to ensure the safety and welfare of students until such time as face-to-face delivery can resume.

All TAFE providers will be in contact with students regarding the course delivery. Students are expected to attend online classes during their usual VET classes.

Below is information sent by the providers regarding VET course provisions and expectations.

CRC Melton

Health Services and Community Services

VET classes will commence online from tomorrow, Wednesday 15 April, at their normal scheduled time.

Students have workbooks and an online portal to complete work and assessments. Trainers have been and will be in contact with students via email, Edmodo and iVET portal.

Engineering

Students have workbooks to complete. Educational Living are working on online video learning delivery to accompany theory. Once their model is finalised information will be sent out to students via email.

CRC Sydenham

VET classes will commence online from tomorrow, Wednesday 15 April, at their normal scheduled time.

Students will obviously not be required online for the entire time, be it all day or 1.50pm to 5.20pm. However, they will be required to be online and on time for the start of class.

If there are any issues with students not being able to log onto our SMS SEQTA, please email me at bmifsud@crcmelton.com.au and I will forward instructions. Similarly, could you please advise if you know of any students that do not have technical capabilities to sit in on virtual classes.

In terms of attendance, we will be marking as if face-to-face classes are being conducted. Therefore, if a student is unable to log on for medical or other reasons you are required to advise us through the co-ordinator, their trainer or myself.

I'm sure there will be many questions and trainers are working hard to adapt their schedules and plans to this new learning environment. I have asked all trainers to provide as much information to students as possible.

AGA

- AGA 2 x 40-minute Zoom classes (start of class and after lunch for the VETiS students).
- Trainers will provide reading and activity tasks in between virtual class times.
- We will take a screen shot of Zoom attendance and record the sessions.
- The trainer will be available in-between Zoom sessions to take calls or facilitate a private one on one Zoom class.
- Trial will be held this week from Tuesday 14 April with classes commencing from 20 April.
- We will concentrate on the practical component of the courses in Term 3.

VU Polytechnic

- In most cases we will offer the programs via remote delivery.
- Each course will be delivered according to the course requirements.
- There might be an opportunity to commence face-to-face delivery, on campus, in small groups for practical tasks. In this instance, there will be a safe, no contact learning environment established that adheres to social distancing rules to enable physical classes to resume.
- VU Polytechnic will be in contact with CRC Melton and students to confirm any arrangements for face-to-face delivery.
- Classes are scheduled to recommence in the week beginning Monday 27 April.

TMG- SBATs

- For Term 2, all TMG College Australia classes will be hosted via its Virtual Classroom on Microsoft Teams. **Students will begin learning through the Virtual Classroom for both training and practical placement days starting tomorrow Wednesday 15 April.**
- For all students who are on Work Placement or due to start Work Placement, this will be suspended until further notice. Instead, you will undertake Virtual Classroom training for this period. Post pandemic, students will be notified of the new arrangements including Work Placement.
- There is no need for students to come to the campus, but attendance and course progression requirements remain the same during online learning. Student attendance will be recorded daily via Microsoft Teams.
- Students can access the Virtual Classroom via the email link they have been provided or through their TMG College Australia Student Account.
- **If students have any questions, need help or are unsure of how to access the Virtual Classroom, please email IT_support@tmg.edu.au**

Kangan

- VETiS in Term 2 will be delivered to students via remote learning. It will be a blend of various modes including the online learning platform (mylearning), class discussions (via bluejeans or zoom), email contact and where necessary hard copies of material.

- To prepare for this change the first week of Term 2 (Tuesday 14 April – Friday 17 April) will be a preparation week with **classes starting the week of 20 April 2020**.
- During this preparation week it is expected that all students must:
 - Make email contact with the teacher of their class so they have current email addresses on the system. This email contact will also be marked as an attendance for that week. Attached is every teacher's email address for every class. Students must email their class teacher before the end of Thursday the 16 April.
 - Link their personal email and their Kangan Institute/Bendigo TAFE email so at the very least they can be reached via their student email – instructions are included. Students need to log into the student portal at www.kangan.edu.au
 - Check that they can log in and access mylearning or other forms of communication as set by the department (bluejeans/Zoom etc).

Mambourin

- **Mambourin Warehouse will continue to operate.** The Traineeship Warehouse is classified as an Essential Service as it is both a workplace and an education centre.
- Work Experience activities are suspended until further notice. To protect trainees and participants, Mambourin has decided to restrict the number people who come and go in the facility. Hence, work experience activities are suspended and any non-essential visits are restricted.

Ely Lukas

- The College remains open and will comprise of live lectures and tutorials via Zoom and online portal access.
- It has developed a learning portal that students will have access to, and lectures will be conducted online each Wednesday.
- **The first lesson to introduce students to both the online portal and online lecture will take place tomorrow, Wednesday 15 April.**
- Students have been advised of this change and given relevant information via their private Facebook Group study page and their personal email address. They have also been provided with Zoom conferencing numbers and passwords.

WEC VET Programs

Classes commencing Wednesday 15 April

Kurunjang Secondary College

Automotive

- Educational Living are working on online video learning delivery to accompany theory. Once their model is finalised information will be sent out to students via email.

Electrotechnology

- Vic Uni Poly already have online delivery through energy space platform. This will be their method of delivery. VU have asked for small classes (up to 5 students at a time) to meet practical requirements. Students will be contacted to arrange this.

Early Childhood

- TMG have arranged delivery of the course through Canvas (learner material) Microsoft Teams (course work). TMG have stated that they intend to offer immersive practical classes once it is safe to do so.

Melton Secondary College**Sport and Rec**

- Students have been forwarded work to complete.
- More information to follow from trainer as needed.

Salon Assistance

- Students should have training booklets to complete some work for classes missed at the end of Term 1 and early Term 2.
- More information to follow from trainer as needed.

Regards

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