



ONLINE TRAINING AND ASSESSMENT (COVID-19 IMPACT ARRANGEMENTS)

Dear Prospective Students,

Due to the latest development in the COVID-19 (Coronavirus) impact including the Australian and Victorian government's restrictions and social distancing and other requirements, we would like to make sure that our students' and staff's health, safety and wellbeing are protected. Therefore, we **temporarily** implement online training and assessment until there is new advice from the government allowing normal gatherings/ when the situation permits.

The Australian government via our regulator, ASQA, that is also the ESOS Agency for our college allows flexible delivery modes including online learning during this unprecedented time. For more details, please see the following links:

<https://www.asqa.gov.au/news-events/news/joint-asqa-and-teqsa-statement-regarding-regulatory-flexibility>

<https://www.asqa.gov.au/resources/faqs/covid-19>

How we enrol students and provide an Induction

1. If you are interested in enrolling in a course at our college, you can complete an online Application Form from <https://www.melbournecitycollege.edu.au/online-application-form> and provide relevant supporting documents.
2. We will assess your Application Form including Pre-Enrolment Assessment Form. If you meet our admission criteria, you will be issued with a Letter of Offer and Written Agreement via email.
3. If you agree with our offer, you will need to sign the Letter of Offer and Written Agreement and email us the signed Letter of Offer and Written Agreement together with a copy of payment receipt.
4. You will be sent a Confirmation of Course Enrolment email. If you are an international student, you will be sent an electronic Confirmation of Enrolment (COE).
5. You will be invited to attend an online induction by our Student Support Officer.
6. You will need to email us relevant documents that you have completed and signed.

How we do online training and assessment

A. Live Online Training Delivery

1. We will conduct live online training delivery sessions. You will need to attend relevant live online training delivery sessions conducted by your trainer via Zoom based on a timetable provided to you. Details instructions will be provided to you
2. Your attendance to a scheduled live online delivery will be recorded.
3. If you cannot attend a live online training delivery session, you will be able to access a relevant recorded online delivery session until 1 week after the session.

B. Learning Resources on the Learning Management System

1. You are also expected to conduct self-learning by accessing the relevant learner resources in our Learning and Management System (LMS) with your User ID and Password provided to you during your induction.

C. Assessment Submission

1. After attending a scheduled online training delivery and conducting self-learning by assessing the relevant learner resources you can access a relevant unit assessment via the Learning Management System and start doing your assessment. Details instructions will be provided to you.
2. Some courses have mandatory work placement where some units need to be assessed in a workplace. If you are enrolled in a course with mandatory work placement, after the stage-4 lockdown in Melbourne or other relevant restrictions are lifted you may be able to complete theory assessment and practical assessment that can be done in a simulated environment first, and complete the practical assessment that needs to be done in a workplace at a later date when the situation permits or when there are workplace facilities that are willing to provide work placement to our students.

D. Academic Support

1. You will be provided with academic support so that you can complete your course by our trainers and Student Support team.

How long this arrangement will continue

This arrangement will continue until there is new advice from the government allowing normal gatherings/ the situation permits.



What happens with mandatory work placement

The college will organise work placement for students who are enrolled in courses that require mandatory work placement at a later date when the situation permits or when there are workplace facilities that are willing to provide work placement to our students.

Assessment and marking

After the stage-4 lockdown in Melbourne or other relevant restrictions are lifted, theory assessment and practical assessment that can be done in a simulated environment may be completed within the duration of your course.

Our assessors will assess you and mark your assessments within 2 weeks of the assessment submission or due date.

Certification

A. For VET (Vocational Education and Training) Students

1. If you successfully complete all units in from a VET qualification, you will be issued with a qualification certificate and Record of Results.
2. If you complete one or more units from a VET qualification, you will be issued with a Statement of Attainment.

B. For ELICOS Students

Upon completion or partial completion of an ELICOS course, you will be provided with a completion or partial completion certificate and transcript.

It takes 10 working days to issue a certificate/record of results/ statement of attainment/transcript from a request date.