

Training Evolution delivers high quality education for students through classroom learning supported by Cloud Assess and through virtual classrooms such as Microsoft Teams. The following policy outlines the expectations of students and Service Facilitators in the various learning platforms in the absence of classroom instruction.

## Student Expectations

The following expectations apply where students are working through virtual classrooms and not able to attend school. It is important for students to remain connected to their teachers and Service Facilitators and classes during this time. Students will be connected through Teams and through regular communication via email correspondence with their Service Facilitator.

Students are expected to:

- ① Attend all sessions as required by the Service Facilitator;
- ① Communicate via email/online if students have any concerns with assessments;
- ① Complete all tasks that are set by the Service Facilitator on a weekly basis and/or by due dates;
- ① Check their school emails on a daily basis for any communications; and
- ① Behave in an appropriate manner on the virtual platform and dress appropriately for the online session.

Students are expected to be ready for learning, with all appropriate resources, for each timetabled lesson. Communication with trainers, completion of work and collaboration with classmates should be taking place at this time. If a student is unable to attend the training sessions, they must contact the Service Facilitator to advise on the day of the lesson or the day prior.

## Online Meeting Protocol

The following is an outline of how the virtual classrooms will be conducted on Teams and the requirements of both parties:

- ① Unless a prior arrangement has been made with a Service Facilitator, all students will start a meeting with microphone **on mute** and their **video camera switched off**;
- ① Students in virtual classrooms must be positioned in a common area of the house and where an appropriate background is identified;
- ① Unless a prior arrangement has been made with a Service Facilitator, students should enter a meeting with audio on mute and with video off. The host (Service Facilitator) can amend voice settings once the meeting is underway and request students to turn on their camera to ensure they are still engaging with the content;
- ① Screen sharing will be set to 'host only' at the commencement of a meeting, however, this can be extended to participants should students be presenting to the class;
- ① The chat function is to be used for the purposes explained by the Service Facilitator and should be respectful and on task;
- ① If students need to speak or ask a question during the meeting, they will be required to use the chat function unless advised otherwise by the Service Facilitator;
- ① Should any participant in the virtual classroom behave inappropriately, be dressed inappropriately or be situated in an inappropriate location, they will be removed from the virtual platform and the school will be advised;
- ① The meeting host is the only person who can record all or part of the virtual lesson, no third party devices are to be used to record lessons;
- ① Recorded lessons will be available for viewing on request by the student. If a student is not attending a training session, a copy of the video will be sent to the student or they will be provided with the appropriate shared location, such as a shared drive; and
- ① Meetings may be locked, and password protected to prevent 'non attendees' from entering.

Please refer to the Privacy Policy within this handbook for student privacy considerations.

## Service Facilitators

Service Facilitators will be available during normal timetabled lessons to either host a live learning event or to provide feedback on student work and answer questions. It is quite possible that students will independently work on set tasks for at least two to three hours per week. During this time, support will be available via email during normal work hours. Students are encouraged to initiate contact with their Service Facilitator, to ensure that they are able to complete their tasks on a weekly basis.

## Non-Submission of Assessment

Monitoring the progress of all students is critical to keeping them engaged and learning. Submission of tasks in Cloud Assess will facilitate engagement in the learning process.

In the first instance, Service Facilitators will aim to manage work submission between themselves and the student through the use of email and Teams sessions. Service Facilitators will take into consideration, a student's personal circumstance when working through submission issues.

In the situation where the above measures have been taken, but the student continues not to submit assessment and/or attend the virtual classroom sessions, both the parents and school liaison will be notified. Students will be given three attempts for assessment as per the assessment policy and applicable fees may apply.

Note: the preferred platform for virtual classrooms is Microsoft Teams, however, alternate arrangements can be made if needed.