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| WingateAvenueLogoHorizontal | Title:**TEACHING REMOTELY – MIXED MODE LEARNING PROCEDURE** |
| Version: 1 | Approved: General ManagerDate: 25 May 2020 |
| Administered:Further Education and Compliance Manager | Next Review Date: 25 May 2021 |

**Background**

Wingate Avenue Community Centre is a community-based Learn Local provider with registration as an RTO. Wingate has suspended face-to-face training due to COVID-19 pandemic. This policy sets out the principles, strategies and scheduled procedures for delivery of mixed mode learning.

To ensure that Wingate continues to operate using a mixed mode delivery model this policy will outline changes to operations in areas of use of technology, delivery models, teaching resources and approaches to teaching and learning.

This policy covers the following Foundation Skills programs delivered at Wingate Avenue Community Centre:

* English as an Additional Language (EAL) Framework: Course in Initial EAL – Certificate III in EAL (Access).

For information regarding enrolment and eligibility see the *Training and Assessment Policy, Enrolment Policy and Eligibility and Enrolment Procedure.*

**Scope**

Wingate Avenue Community Centre has suspended face-to-face classes and moved to a mixed mode delivery model. This has occurred for the following funding sources: SEE, AMEP and Skills First. This document attempts to meet the requirements of each funder’s requirements.

**Definitions**

Remote Mixed Mode Delivery refers to a combination of tuition modes which may include virtual face-to-face participation on zoom or another platform, one-to-one phone calls, WhatsApp video calls, small chat groups or calls, and online content as instructed by the teacher. In addition, mixed mode includes paper-based learning workbooks with content relating to units of competency.

**Procedures**

**Delivery of Remote Mixed Mode teaching**

Teachers may use a variety of mix mode teaching methods to contact and engage students in training. These may include the following:

Zoom. - Teachers to set up meeting time for students for up to 1 hour. Teaching can take place in real time and ensures social connections and face to face teaching opportunities.

WhatsApp or We Chat – Teachers to create a class group chat and add their class participants to the group. WhatsApp may be used to share texts, messaging between teacher and student or student and student, documents and photos of work can be shared. Photos and videos may be shared and conversations recorded and uploaded.

Phone Calls – Teachers to follow up students via phone calls if student is not engaging through other means.

Student Workbook – These are developed at regular intervals and contain daily lessons which teachers use to guide each teaching day.

**Workbook development**

Workbooks will be developed by teachers periodically as requested by the Further Education and Compliance Manager or as determined by the Workbook development schedule.

Workbooks will be developed by teachers using the following parameters:

* Workbooks will contain material relevant to the unit of competency being taught that term
* Workbooks will contain a lesson a day for a 2 to 4 week period depending on the timeframe requested. Refer to the Workbook development schedule.
* The content of each lessons will include clear and relevant instructions, and knowledge and skills as outlined in the Unit Outline for a unit.
* Each lesson will be equivalent to the volume of learning required to complete a daily lesson.
* The workbook content will demonstrate the volume of learning required to complete the unit of study as well as some additional hours claimed as per the training and assessment strategy for independent learning.
* Teachers will set additional work, not included in the workbook, to engage students in independent learning and this may include, but not be limited to, reading of articles or books or watching of video material.

Workbooks will be collated and formatted by the Resource Coordinator and Administration with the following:

* Teacher’s lessons will be collated into one document.
* A Cover page will be added including workbook number, course name and level and units of competency
* Lesson number pages will be added to the document to distinguish a daily lesson
* Units of competency and student signature panel to be added to lessons throughout the workbook
* Page numbers to be added to the document

**Distribution of workbooks**

The administration team will ensure Workbooks are distributed to students by the following means:

* Envelopes to be addressed by mail merge and printing
* Stamps to be purchased
* Administration to place workbooks and any other required materials in the relevant envelope for a student.
* If workbooks are to be picked up from the centre by local students (within walking distance) administration will send an SMS to each student to advise them to pick up the workbook.
* All other workbooks will be mailed. Administration to weigh workbooks to ensure correct postage stamps are added to each package.
* Administration also to mail hard copy workbooks to relevant teachers.

The Further Education and Compliance Manager will ensure:

* Workbooks for each course and level are scanned and placed on Dropbox.

Monitoring return of student Workbooks:

* Returned workbooks to be ticked off on tracking sheets and placed in relevant course level box.
* Administration to check content of workbooks to ensure workbooks have been completed to satisfactory level and if any follow up with a student is required.
* Administration may need to follow up with individual students for further completion to meet claim of nominal course hours.

**Record Keeping**

Teachers will be required to use a number of record keeping procedures to ensure student engagement in each unit of competency.

Student rolls.

Administration will:

* develop rolls and place them in Dropbox for teachers to access or email them to individual teachers as requested.

Teachers will

* Mark attendance on student rolls daily
* mark students present if they attend zoom sessions, participate in phone call with the teachers or WhatsApp discussion.
* Mark on the roll how the student was contacted using the coding on the roll and whether, to the best of their knowledge, they know the student is completing the workbooks.
* email through completed rolls to Administration and Further Education and Compliance Manager at the end of each working week (Thursday afternoon).

Evidence of student work

* teachers to collect two pieces of evidence from each student – one at beginning and one at end of each unit – in the event that workbooks and assessments are not returned (due to COVID-19 restrictions).

Course Unit Plans

* Unit plans to be developed by teachers for each unit of delivery each term.
* The Unit plan will outline the performance criteria and Skills and Knowledge for the unit. Teachers are required to record in advance the unit content which will align to the workbook lesson development for the unit.

Assessment Delivery

* Each term assessments for the current delivery period will be sent to teachers and students.
* Teachers will provide support with assessment delivery for students and encourage all student to complete the relevant assessments
* Once completed students will return assessment tasks to Wingate.
* Further Education and Compliance Manager and Administration to sort assessments and provide the relevant marking sheets for each teacher. Teacher to organise assessments to be delivered by mail or to pick them up from Wingate. Teachers to have a month to complete marking of assessments.
* Teachers to complete Assessment tracking sheet for each assessment to be returned to administration for data entry of results into Wisenet.
* Administration to complete returned assessment tracking sheet to monitor return of assessments and marking by teachers.

Return of Student workbooks and Student Assessments

* At the completion of each term or when students are able to return workbooks and assessments (depending on COVID-19 restrictions) administration and teachers to encourage students by SMS messages to return student workbooks.
* If students are unable (or when COVID-19 restrictions are in place) a replied paid envelope to be included with the mail-out of a new workbook. Students to be asked to return assessments only (due to postage expense) in the replied paid envelopes.
* Administration to create a spreadsheet for each class to track return of each student workbook and student assessment by term.
* On return to face to face classes (when COVID-19 restrictions allow) students to be contacted by both teachers and administration to encourage return of any outstanding assessments or workbooks.
* If workbooks and assessments are not returned administration to collect evidence from teachers who collect evidence of student work.

**Teacher Contracted Hours**

Teachers are expected to contact students each day they are employed and as according to their roll which shows the student’s attendance days.

It is expected that teachers run a Zoom session daily and follow up with Whats App/We Chat for student follow up.

Teachers to use their contact time to engage with students. Included in contact time is teaching students, marking of student work and/or assessments, completing required documentation, and researching and planning for new lessons for workbooks.

Wingate does not want teachers working in excess of their contact time.

Teachers are to speak to Management if they are finding workloads are more than their contracted working hours.

**Record Keeping Documents List**

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| Attendance Roll | Records teacher student interaction on a daily basis. | Developed by AdministrationPlaced in dropbox or emailed to teacherMarked by teacher |
| Workbook design | Include:Course NameUnits of deliveryPage numbersLesson number page | S:\2020\4. Education\CEAL\Mixed mode deliveryAdded to One Drive/SharepointSent to teachers and students |
| Remote Mixed Mode workbook /assessment tracking sheet for student engagement | Evidence of participation by the student | S:\2020\4. Education\CEAL\Mixed mode delivery |
| Unit Plan | Plan for delivery of a unit of competency which includes the Skills and Knowledge | S:\2020 Teachers\CEAL 2020\CEAL Assessment Packs And Unit PlansDocument found under each CEAL level and unit |
| Unit Outcome Tracking Sheet | Records student assessments results.Emailed to administration by teacher on completion. | S:\2020 Teachers\CEAL 2020\CEAL Assessment Packs And Unit PlansDocument found under each CEAL level and unit |
| Return of Assessments and Student Workbook excel tracking sheet | Records date of return for each workbook and assessment by student to Wingate | S:\2020 Teachers\CEAL 2020\Mixed mode delivery\Return of Assessment tracking sheet |