

Victorian Certificates of Applied Learning

Diamond Valley Learning Centre (DVLC) is committed to providing students with a quality learning experience.

Students enrolled in the Victorian Certificates of Applied Learning attend classes face to face unless health directives apply, such as during lockdowns. Until face to face learning resumes, students attend online classes on Zoom and submit assessments through Google Classroom.

STUDENT SUPPORT

The following support is offered to students studying online:

Teachers

- The teacher will be available to answer your questions about learning and assessment through Google Classroom, during online Zoom sessions, by email and phone
- If you need extra assistance, you can ask the teacher to schedule a study support session with you on Zoom
- There is a maximum of 20 students to each teacher

Wellbeing staff

- A Wellbeing staff member will be available between 9 am and 3.30 pm, Monday to Friday
- You will receive weekly Wellbeing phone calls during lockdowns, where you can talk confidentially about any problems you are experiencing
- You can provide feedback through (optional) Wellbeing polls or surveys on Google Classroom

Office staff and technical support

- Staff are available between 9 am and 4 pm, Monday to Friday
- Staff will respond to queries and requests within 48 hours

Other support services

The VCAL Coordinator is available by appointment to discuss any concerns or additional support needs.

STUDENT ENTRY REQUIREMENTS AND TECHNICAL REQUIREMENTS

DVLC conducts a comprehensive Pre-Training Review for prospective students to determine whether the course is suitable and appropriate for their individual needs. As part of the Pre-Training Review we will assess:

- your need for secondary education (VCAL)
- your language, literacy and numeracy skills, and
- your digital literacy skills.

We will assess your digital literacy skills by asking you to:

- complete a self-assessment quiz and
- discuss your answers, so that we can identify if you will need additional support.

Digital literacy skills are the skills needed to:

- create, save and edit Microsoft Office documents
- access and search the internet
- download and save documents from websites
- upload documents through websites
- participate in online discussions

DVLC uses **Zoom** for online classes, and **Google Classroom** for students to complete and submit assigned work, and get regular updates from your teacher. Zoom and Google Classroom can be accessed by phone, tablet, laptop or desktop computer (Zoom is a free download). Both will require internet access. DVLC provides each student with an email address and access links and information for joining Zoom classes and Google Classroom.

The device you use for Zoom will need an inbuilt camera and microphone (or you could use a headset with a microphone). Please talk to your teacher about options if you don't have internet or one of the required devices.

LEARNING MATERIALS

DVLC ensures that learning materials used in online training are interactive and presented in a variety of formats, including:

- guided content (e.g. subject workbooks)
- graphics
- YouTube videos
- audio
- interaction through discussion forums on Zoom

STUDENT ENGAGEMENT

DVLC provides an online learning experience that is engaging and interactive. We will monitor your participation and ensure that you continue to progress through your course.

Collaborative learning opportunities will be provided so that you can interact with classmates through:

- Zoom classes and
- discussion groups in Zoom 'breakout rooms'

Ongoing feedback will be provided as you study through:

- interaction with the teacher in class time on Zoom, or by email, and phone
- special one-to-one sessions with your teacher on Zoom (available on request)
- comments and edit suggestions for your assessment tasks in Google Classroom (may also be provided verbally by phone or by email).

We will contact students who have not participated in any learning activities within two months of the course commencement date.

Students who have not participated within two months of the course commencement date that do not re-engage after 5 attempts at contact, will be deemed to have withdrawn from the course.

MODE AND METHOD OF ASSESSMENT

Forms of assessment include:

- written assessment tasks and reflective journals
- projects
- demonstration / observation of practical skills e.g. oral skills and role plays

- oral questioning

Assessments must be submitted through Google classroom.

TEACHERS

All teachers delivering this course at DVLC are experienced in facilitating active learning where class time is spent in discussion, consolidating learning, and practical work. Teachers have undertaken professional development in the use of Google Classroom and other tools.

The teacher is in regular contact with the VCAL Coordinator to discuss and share ideas for improving training delivery.