

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 government's advice, we had to priorities our students' and staff's health, safety and wellbeing. Therefore, we **temporarily** implement ed online training and assessment until there is new advice from the government allowing normal gatherings.

The Australian government via our regulator, ASQA, that is also the ESOS Agency the 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>

Enrolment and Induction process during this crisis

If you are interested to enrol in a course during this time, you can complete an online Application Form from <https://mmc.edu.au/apply-now/>

1. provide relevant supporting documents with the application
2. We will assess your Application Form including Pre-Enrolment Assessment Form. If you meet our college admission criteria, you will be issued with a Letter of Offer via email.
3. If you agree with our offer, you will need to sign the Letter of Offer email us the signed Letter of Offer 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.

Our Online training and assessment process

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 online platform 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.

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. You can submit your assessment by our learning management system
2. Our trainer will advise if there are any activity in the assessment.

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.

Assessment and marking

Our trainer will assess everything in online and will upload into our Learning management system.

Certification

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.