



WACoA Cunderdin Distance Education Plan

To ensure continuation of learning in the event of a lockdown requiring students to work from home, WACoA Cunderdin have developed procedures and minimum requirements to guide teachers, students and families. These have been devised based on educational research on distance education and online learning.

Class Area		
<input type="checkbox"/>	Connect	<ul style="list-style-type: none"> All Foundation, General and ATAR courses set up on Connect Up-to-date Course Outlines and Assessment Outlines available on Connect All required content and worksheets are available on Connect Teachers to use Connect forums to communicate instructions to students in addition to online WebEx sessions Teachers and students general communication via email, Compass and/or Connect Student assessment marks/results available to view on Connect OLNA online accounts set up and monitored by Education Assistants
<input type="checkbox"/>	WebEx	<ul style="list-style-type: none"> Teachers will provide one 45-minute 'Instructional' lesson and one 'tutorial' WebEx per subject, per week Students must make an effort to log in to the Instructional lesson, teachers to mark attendance and investigate reasons for ongoing non-attendance (e.g. could be watching recorded lesson at a later time) Tutorial sessions provide an opportunity for students to ask questions and seek assistance Instructional WebEx videos will be recorded and a link uploaded in Connect for students to access and view at any time
<input type="checkbox"/>	Assessments	<ul style="list-style-type: none"> All assessments will be submitted by students via Connect If no internet available, assessments to be posted to the College Practical assessments to be postponed Assignment-based assessments to be given where possible, tests to be avoided
<input type="checkbox"/>	Hard Copy Work Packages	<ul style="list-style-type: none"> Hard copies of work packages to be collated and sent weekly by teachers to students without internet access Loan textbooks to be sent out if required (on request) Teachers to communicate via phone if no email access
Farm Area		
<input type="checkbox"/>	Connect	<ul style="list-style-type: none"> All form groups set up on Connect All Assessment Plans available on Connect Assessment sheets and learning materials placed in Connect library Staff to direct students to the online resources to complete Staff and students general communication via email, Compass and/or Connect Students can view completed, third party reports and Recognised Prior Learning on Connect
<input type="checkbox"/>	WebEx	<ul style="list-style-type: none"> Farm staff will provide one 45-minute 'Instructional' lesson and one 'tutorial' WebEx per course, per week Tutorial sessions are where students can ask questions of the trainer once per week Trainers to keep records on who has logged onto the presentation and tutorial
<input type="checkbox"/>	Assessments	<ul style="list-style-type: none"> All assessments to be submitted by students via Connect All assessments have set due dates, which will be outlined on Assessment Plans Parents to be contacted if students are not attending online sessions or submitting tasks
<input type="checkbox"/>	Hard Copy Work Packages	<ul style="list-style-type: none"> Package sent in the mail, USB provided to students before they leave if possible



Trades Area		
<input type="checkbox"/>	Connect	<ul style="list-style-type: none"> All theory work will be available on Connect and will be uploaded as necessary to control workload for students
<input type="checkbox"/>	WebEx	<ul style="list-style-type: none"> WebEx will be used for tutorial purposes and to have contact with students once per week for 45 minutes per course
<input type="checkbox"/>	Assessments	<ul style="list-style-type: none"> All assessments will be submitted by students via Connect If no internet available, assessments to be posted to the College Practical assessments to be postponed Students may elect to take projects home if they have access to the required facilities. If students are participating in activities at home they may count towards the completion of their Units of Competency. A written and photo log of their work will be required.
<input type="checkbox"/>	Hard Copy Work Packages	<ul style="list-style-type: none"> Hard copies of work packages to be collated and sent weekly by teachers to students without internet access Loan textbooks to be taken home or sent out if required (on request) Trainers to communicate via phone if no email access
General		
<input type="checkbox"/>	Session Times	<ul style="list-style-type: none"> A College-wide timetable indicating WebEx session times will be provided to students
<input type="checkbox"/>	Study Expectations	<ul style="list-style-type: none"> Students are encouraged to develop a weekly study plan Students have previously engaged in study workshops to prepare them for independent learning Study skills materials, resources and tips are available
<input type="checkbox"/>	Communication, Health and Wellbeing	<ul style="list-style-type: none"> Students are encouraged to maintain communication links with staff Staff will actively communicate with class groups and individuals The Student Wellbeing Support Team will make contact with individual students weekly Parents are encouraged to communicate any student wellbeing concerns to the College Parents can access urgent mental health advice and support for themselves or their child, through a 24 hour crisis support line on telephone 1800 048 636
<input type="checkbox"/>	ICT Conduct	Students are required to adhere to College Guidelines regarding acceptable use of ICT

Before you go – student checklist

Class Area

✓	To do:
	<ul style="list-style-type: none"> • Please ensure you have your laptop and charging cord.
	<ul style="list-style-type: none"> • Take all textbooks you use in class.
	<ul style="list-style-type: none"> • If you do not have access to the internet, see your teachers for hard copies of work.
	<ul style="list-style-type: none"> • Ensure you can log on to Connect and your emails.

Farm Area

✓	To do:
	<ul style="list-style-type: none"> • Please ensure student Pigeon Holes are cleared of all work
	<ul style="list-style-type: none"> • Receive a updated copy of competency booklet sheet to keep record of your online learning
	<ul style="list-style-type: none"> • Bring a USB for learning material to go on if you have limited access to internet and emails
	<ul style="list-style-type: none"> • Certificate III students ensure you have login details for Rural Skills
	<ul style="list-style-type: none"> • Please let Assistant Farm Manager know if you are going to be completing practical components at home for third party reports.

Trades Area

✓	To do:
	<ul style="list-style-type: none"> • Ensure you have your theory requirements including your laptop and text books.
	<ul style="list-style-type: none"> • If you plan to work on your major project at home plan with your Trainer what you need to take home and whether you have an appropriate workshop to undertake this work.
	<ul style="list-style-type: none"> • Collect copies of theory work if you have limited internet access.

Residential

✓	To do:
	<ul style="list-style-type: none"> • Remove all opened food from your dorm room
	<ul style="list-style-type: none"> • Empty your bin and tidy your dorm room
	<ul style="list-style-type: none"> • Strip your bed and take all washing to the laundry
	<ul style="list-style-type: none"> • Take home important personal items and make sure you empty your safe

General

✓	To do:
	<ul style="list-style-type: none"> • Pack your phone chargers, laptop and charger
	<ul style="list-style-type: none"> • Let the Front Office know if you or your parents have changed your mobile number
	<ul style="list-style-type: none"> • Make sure you know all of your log in and password details



Student and Family Support

Wellbeing and Emergency and agency contacts	Contact numbers
Mental Health Emergency Response Line (MHERL Metropolitan)	1300 555 788
Mental Health Emergency Response Line (MHERL Peel)	1800 676 822
Rural Link (All ages regional, rural and remote areas)	1800 552 002
Police (non-life-threatening assistance)	131 444
Poisons Information Service	13 11 26
Alcohol and Drug Information Service	9442 5000
Sexual Assault Resource Centre	9340 1828

Hyperlinks to Services:

[Australian Psychological Society](#)

[Beyond Blue](#)

[headspace](#)

[E-Safety Commissioner: Tips for online safety](#)

Headspace:

Students:

[How to help a friend going through a tough time](#)

Parents/families:

[7 ways to support a young person's healthy headspace](#)

[Self-care for family and friends](#)

Mental Health Commission:

[Helplines](#)

Where to get help in Western Australia (attached)

Don't forget to sign out on Reach and




Travel safe!

Where to get help in Western Australia


Support with mental health and alcohol and other drug use

Urgent mental health assistance

Is it an emergency?

If someone is at immediate risk of harm or in need of urgent medical help, call triple zero (000). 

Mental Health Emergency Response Line (MHERL)

For anyone involved in a mental health emergency in the community – both members of the public and health professionals. 

1300 555 788 (Metro)
1800 676 822 (Peel)
1800 552 002 (Country/Ruralink)
 mhc.wa.gov.au/mherl


Support helplines


Beyond Blue

Free online and telephone support for anyone feeling anxious or depressed. 


1300 224 636
 beyondblue.org.au

Lifeline

Support for anyone in a crisis situation. 


13 11 14
 lifelinewa.org.au


Suicide Call Back Service

Professional support for anyone who is: feeling suicidal, worried about someone else or who has lost someone to suicide. 


1300 659 467
 suicidecallbackservice.org.au

Alcohol and Drug Support Line

Confidential telephone support for anyone concerned about their own or another person's alcohol or drug use. 

9442 5000 (Metro) or 1800 198 024 (Country)
 mhc.wa.gov.au/adss

Mensline Australia


Supports men and boys dealing with family and relationship concerns. 

1300 789 978
 mensline.org.au

Support for Aboriginal people

Derbarl Yerrigan Health Service Inc

Health and medical support for Aboriginal people, including counselling.

08 9421 3888 (Mon-Fri: 8:30am -7pm, Sat: 8:30am - 12pm)
 dyhs.org.au

Wungening Aboriginal Corporation

Aboriginal alcohol and drug referral service that provides culturally appropriate services

08 9221 1411 (business hours)
 wungening.com.au


Please note

This brief guide does not capture all sources of information available. To find services near you, visit www.myservices.org.au which provides information about community and private organisations who provide local mental health and alcohol and other drug services within Western Australia.


Support for young people


Headspace

Support for young people aged 12 to 25, and their families. Telephone and web chat available, as well as local headspace centres.

1800 650 890 (7 days: 9am - 12:30am AEST)
 headspace.org.au

Kids Helpline


Free qualified counselling service for young people aged 5 to 25. 

1800 551 800
 kidshelpline.com.au

Support for LGBTIQ+ people


QLife

Anonymous telephone and webchat LGBTI peer support for people to discuss sexuality, identity, gender, bodies, feelings or relationships.

1800 184 527 (7 days: 3pm - 12am AEST)
 qlife.org.au

Support in other languages

Translating and Interpreting Service

TIS National can connect you to health and medical services in over 26 languages. 




13 14 50
 tisnational.gov.au

General information

Mental health and alcohol and other drug services in Western Australia

Mental Health Commission
 mhc.wa.gov.au
My Services online directory
 myservices.org.au


Mental health and wellbeing

Think Mental Health
 thinkmentalhealthwa.com.au
Act Belong Commit
 actbelongcommit.org.au
Beyond Blue
 beyondblue.org.au

Alcohol and other drug information

Alcohol.Think Again
 alcoholthinkagain.com.au
Drug Aware
 drugaware.com.au
Harm Reduction Australia
 hamreductionaustralia.org.au

Aboriginal and Torres Strait Islander Wellbeing

Strong Spirit Strong Mind
 strongspiritsstrongmind.com.au