

**Providing on campus
learning, assessment and
support for TAFE NSW
students during the COVID
19 disruption**



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and support for TAFE NSW students during the COVID 19 disruption**

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1. Introduction

On Monday 30 March 2020 TAFE NSW paused face to face delivery to allow teaching staff time to plan for delivery that could be conducted remotely. From 27 April 2020 many TAFE NSW programs will be delivered and assessed using online, connected or distance learning methods.

TAFE NSW while encouraging staff to work from home wherever possible also has requirements as an essential service to continue to open its campuses to provide access to students where remote delivery is not possible. A set of guiding principles has previously been issued to assist with "[*Keeping our Campuses Open*](#)".

On April 9 TAFE NSW issued a list of critical skills for which learning and assessment should continue during this period of COVID 19 disruption. Training and assessment in these skill areas may require attendance by students and teachers as well as other support staff at a TAFE NSW campus. In addition to the list of critical skills, a list of NSW Recognised Trades has also been provided for possible on- campus delivery. Off -site delivery may also be relevant in some of these areas.

Across TAFE NSW some existing students have limited access to ICT equipment and /or the internet which will make it difficult for them to engage in their remotely configured course going forward. For these students access to TAFE NSW computing resources and a TAFE NSW provided intranet/ internet service to access learning resources will be essential for their ongoing engagement in learning and assessment.

Finally there may be other situations where TAFE NSW students require access to attend a TAFE NSW campus in person, for instance when sitting a centrally set exam or where specialised equipment/software is not available remotely.

The health and safety of TAFE NSW staff and students as well as the broader community is the highest priority during this period of COVID 19 disruption. Under no circumstances should a staff member or a student attend a TAFE NSW campus if they are unwell, including mild symptoms as described on the Health NSW website. The teacher or the Designated Warden for the day should ask any student who appears unwell to leave the campus.

The following principles are provided to guide local decision making around the safest and most equitable way to provide on campus learning, assessment and support for TAFE NSW students. It is the role of the Regional General Manager to

consider the risk assessment plans presented and to endorse modified face to face delivery. These principles should also be applied to offsite delivery where relevant.

2. Guiding Principles:

- 1. Students (and employers where applicable) must have agreed to attending campus for modified face to face delivery; and a teacher must be available to provide that delivery**
- 2. Any group learning and assessment being conducted on a TAFE NSW campus can only occur after the [COVID-19 Risk Assessment Form](#) has been approved by the RGM. Once the Risk Assessment is approved a [Site Access Request](#) form is submitted to the TSM for approval.**
- 3. The same processes should be followed for any modified face to face delivery – Critical Skills, Recognised Trades and other Delivery.**
- 4. Note: a teacher requesting a computer classroom so a group of learners can undertake remote learning is considered a class group and requires a Risk Assessment and a Site Access Request form to be completed.**

In considering a risk assessment for modified face to face delivery, the Region should refer to the following considerations and directions.

What can be delivered face to face on a TAFE NSW campus:

- Only those components of a training program (either learning or assessment) which cannot be delivered remotely are to be delivered face to face on campus.
- In considering the use of campus facilities, the first priority is training as listed on the [Critical Skills List](#). See [TAFE NSW Critical Skills Area Implementation Guide](#) for guidelines covering this area.
- Once training for critical skills has been accommodated then the following priorities, in order, are:
 - training for courses on the NSW Recognised Trades list;

- access for individual learners who need to use TAFE NSW ICT infrastructure to continue their remotely delivered course; and
- other requests such as students sitting exams or other training areas where remote learning is not possible.
- Approved delivery will only occur in designated spaces to allow coordination of campus staffing, cleaning etc. This includes common areas, bathrooms and similar spaces.

Health and Hygiene Considerations:

- Social distancing and hand hygiene must be adhered to at all times, including during student and staff breaks.
- Where possible areas used by students should be taped and marked to assist staff and students to comply with social distancing.
- A sign is to be placed at the entrance to the classroom / workshop indicating how many people can be in the area at any one time.
- Hand sanitiser and/or hand washing facilities must be easily accessible from any classroom / workshop being used for face to face delivery.
- Posters outlining social distancing and hand hygiene are to be clearly displayed in any classroom / workshop being used and any area being used for breaks.
- A toolbox talk must be undertaken with students prior to commencement of each class to reinforce hand hygiene and social distancing requirements both in class and in common areas outside the class. Reporting protocols should also be reinforced.
- An individual risk assessment is required if a teacher or student identified by health agencies as vulnerable are to be present on a campus for modified face to face delivery. It is suggested the [COVID 19 Risk Assessment](#) be used.
- Staff and students are to have restricted movements on a campus – they should only move to and from spaces designated for them.

Adequate staffing on Campus:

- Campuses have moved to rostering staff so as to ensure a minimum staffing level is in place in line with requirements to “Keep the Campus Open”.

Minimum staff levels will need to be monitored and if necessary revised in light of requests for face to face delivery.

- While face to face delivery is occurring, rostered campus staff should initiate regular observation to ensure social distancing and hand hygiene is being adhered to both within the class and in common areas.
- During any periods of face to face delivery a designated First Aid Officer should be identified for the Campus and communicated to all teachers responsible for delivery at that time.
- The Designated Warden for the day should also be clearly identified for all staff on site.
- All staff on site should be made aware of how to access Campus Security should they be needed.

Cleaning Regimes:

- There is an uplift in cleaning across all campuses which will be reviewed on a regular basis.
- So as to ensure adequate cleaning, teaching sections need to provide the following information to the TSM or Campus Manager (if it is not included in the Risk Assessment):
 - Delivery date and time
 - Delivery location and rooms
 - Class size
 - Description of student activities (including any equipment being used)
 - The requested frequency of cleaning.
- TAFE NSW encourages a personal approach to hygiene. All teaching staff will have access to a Sanitising Caddy (held in Staff Rooms for security) which will have the following:
 - Hand Sanitiser
 - Alcohol wipes
 - Disposable Gloves (if required)
 - Masks (to give to anyone displaying flu like symptoms to wear as they are leaving the campus)

The teacher will take the Caddy to the classroom. The students will wipe down the handles of equipment they intend to use before and after use. The caddy is returned by the teacher to the staffroom during breaks and at the end of the lesson.

- Appropriate cleaning should occur where practicable between cohorts who are using a shared space.
- Each campus to determine a methodology for indicating that a learning space has been appropriately cleaned before and/or between use.
- For individual students using communal spaces and ICT equipment these will need to be cleaned after each use (for example a computer and key board) and will be the responsibility of the new (next) user. Students should be made aware of where they can access cleaning supplies.
- If it appears a space has not been cleaned it should not be used and staff should advise the TSC so a risk assessment will be completed to determine if an additional clean is required.

Student access to computing facilities at campuses:

- Regions and campuses may need to implement booking systems to ensure students do not attend a campus only to find there are no available student use computers.

Offsite assessment and delivery:

- A Risk Assessment must also be completed for offsite delivery and assessment. The Risk Assessment template will be available on the [Coronavirus Employees Essentials](#) page.
- The risk assessment must consider who else will be present at the site of learning or assessment and how social distancing, equipment hygiene and hand hygiene is being implemented.
- Advice should be sought from the owner / controller of the site as to their risk management plan or practices.
- Teacher travel in and out of communities should be given very careful consideration, especially as it relates to predominately Aboriginal or other “at risk” communities – this travel is unlikely to be supported.

Teacher access to TAFE NSW facilities to deliver remotely:

- A teacher may use a classroom or office space to deliver remotely to their students as long as social distancing and hand hygiene are adhered to.
- If students are attending with the teacher the [COVID-19 Risk Assessment Form](#) and [Site Access Form](#) are required.
- Unless using their usual office space, if it is just the teacher requiring the room, prior to commencing delivery they should have arranged to book the room or office space they are using as per the normal room booking system.
- Teachers attending a campus should ensure they have signed in or the TSC/ Designated Warden knows they are on campus and they should activate the Safezone application on their mobile device.
- On some campuses staff may be asked to relocate to allow buildings to be closed and to support focused cleaning and security efforts of designated spaces.

Department of Health “Hot Spots”:

- Where a campus is in the catchment of a Department of Health “Hot Spot” additional considerations may be required or face to face delivery suspended for a period. Advice should be sought from the relevant Health Authority as part of the risk management assessment.

Delivery Plan / Adjustment to Delivery Hours

- The adjustment of delivery hours for modified face to face delivery must be recorded at the time of completing the Risk Assessment.
- The adjusted delivery hours required to maintain face to face delivery at lower student numbers should be recorded and advised to RGM and HOSTS using the [COVID-19 ModF2F Delivery Hours Adjustment Template](#).

Compliance considerations:

- The quality of training needs to be maintained in line with ASQA standards and TAFE NSW requirements. Separate advice on management of compliance is found on the [Standards and Compliance](#) ETG intranet page.

Links to important documents:

[TAFE NSW Critical Skills Area Implementation Guide](#)

[COVID-19 ModF2F Delivery Hours Adjustment Template](#)

[COVID-19 Compliance Checklist](#)

[COVID-19 Daily Pre-Start Checklist](#)

[COVID-19 Risk Assessment Form Guide](#)

[Example COVID-19 Risk Assessment Form](#)

[COVID-19 Risk Assessment Form](#)

[COVID-19 Site Access Request Form](#)

[COVID-19-Interim-Guidance-on-Cleaning-and-Disinfection-in-Public-Settings](#)

[Cross Contamination by Viruses and Bacteria when using Medical Devices](#)

[Cross Contamination by Viruses and Bacteria](#)

[AISC statement on the delivery of first aid training 15 April 2020](#)

3. Conclusion

Remember:

- ✓ Can it be done another way that doesn't require face to face delivery?
- ✓ Be vigilant and build in ways to monitor social distancing and hand hygiene
- ✓ Make sure you have enough staff rostered to accommodate fluctuations in student use of the campus
- ✓ Students will need to be instructed to wash hands regularly
- ✓ Teachers to remind students of social distancing requirements at the start of every session and before breaks

- ✓ Students are to be designated a space (workstation, booth, bay etc.) from which they are to work from (and aren't to move to another space unless it has been appropriately cleaned)
- ✓ Teachers must advise students what spaces they are permitted to be in – students are not permitted to move freely about the campus
- ✓ Make sure the cleaners know the schedule required and the areas of the campus which are being used / have been used. Make sure someone is monitoring the daily cleaning
- ✓ Regular assessment and management of other WHS risks must continue – be vigilant of any normal controls which may be less effective due to social distancing requirements
- ✓ Monitor arrangements to take account of any evolving issues or needs
- ✓ Be aware that services such as EAP are available for staff who may be finding the situation confronting. Students should be referred to the usual range of student support services – such as Counsellors, Aboriginal Student Support Officers, Disability Consultants