

Your School / Organisation	
Your Course	
Your Trainer	

Student Expectations

- Participate in lessons for JobQuest classes
- Submit classwork and assessments per your trainer's requirements and due dates
- Monitor your email for information from your trainer
- Contact your trainer via email
- If needed call the JobQuest office number Sydney 8677 8885, Newcastle 4960 9024

Lesson Format

- Lessons will be connected to current learning as much as possible
- Trainers will be available during scheduled class times if students have questions
- Consider how you can support your classmates
- Attend scheduled Google Meet which are organised by your teacher to support your learning

If you are unwell and/or will not be able to participate in learning

- You will need to email your trainer to advise you will not be available that day

Safeguarding Guidelines

- Be mindful of what is visible and audible when you are online
- Only use school accounts and supported platforms eg Google Meet, Zoom

Trainers

Google Classroom is a collaborative online learning space. As such, we envisage that Trainers will be able to deliver lessons, answer student questions and provide feedback.

Trainers will engage students in their learning through a variety of teaching and learning strategies available through Google Classroom, including Google Docs and Google Slides, video and audio files. Learning modules, collaborations, discussions, quizzes and peer feedback can also be utilised to ensure student learning. There will also be the possibility of online live lessons via Zoom.

For students unable to participate in online learning (via arrangement with the referral agency or the student and trainer), students will be allocated additional training resources to ensure they are not disadvantaged in their learning (eg work booklets).

Trainers will respond to student inquiries within 48 hours. More extensive feedback on work will be provided in the usual turnaround times. Contact your trainer via email. If needed call the relevant JobQuest office number Sydney 8677 8885, Newcastle 4960 9024. You may need to leave a message if you call the office so email is more direct.

Trainers will not be required to be available for online lessons or feedback out of the usual timetabled hours.

If a trainer cannot be available to design, upload and monitor their lessons, they will communicate their absence via email to their classes. Students should continue to complete their work independently and the trainer will review their work when they return.

If a trainer notices a pattern of absence and/or non-engagement, or that a student is not engaging with their learning and is not completing set work, they will report this to the student's referral agency.

Trainers will only communicate with students via our set learning platforms outlined above and via their agreed email account.