

The following information relates to the Connected Real Time Delivery (CRTD) of the following courses:

- **BSB41419 Cert IV in Work Health and Safety**
- **BSB50420 Diploma of Leadership and Management**
- **BSB50820 Diploma of Project Management**
- **BSB50320 Diploma of Human Resource Management**

Due to COVID-19 -related restrictions and ongoing changing circumstances, the above courses may be delivered as connected real-time delivery via Zoom and temporarily unavailable to be delivered in an in-person, classroom environment.

### What is 'connected real-time (CRTD) delivery'?

- Live video streaming/conferencing using platforms such as Zoom
- Involves real-time interaction between learners and the trainer
- Allows for active participation of learners and trainers
- Direct observation or verbal assessment can be undertaken for all assessment components (if needed).

### What does this mean for you?

While there are minimal changes from the in-person, classroom delivery, in order to be able to participate, you will now need access to the internet and appropriate technology in order to access Zoom and participate in your course and complete assessments (if applicable).

### Entry and Enrolment Requirements

There are no pre-requisites or entry requirements for this course.

Participants must, however, have basic abilities in the use of electronic devices to connect to an online meeting platform (Zoom) and participate effectively in an online - type of learning environment for the duration of the course.

Participants must be over 18 years of age;

### Equipment Requirements

Participants must have reliable access to the internet and a suitable electronic device, such as computer, laptop or tablet.

### Delivery and Assessment

The course will be delivered live online, with the same structure and duration as the classroom version, in sessions of 7 hours, from 9am – 4pm, scheduled each fortnight, or otherwise agreed. The assessment deadline will also be as per classroom mode, generally 12 months from the last unit/ workshop delivery date, in the format indicated in your training and assessment materials.

If your course includes direct observation of assessment tasks by your assessor, this can also be achieved via Zoom; please ensure you seek all necessary clarifications from your trainer/ assessor. The live assessments and demonstrations will be recorded as evidence of assessment and for audit purposes; Zoom digital records will be kept securely alongside your enrolment and assessment documents, in your student file.

### Attendance

ID verification will take place before the course starts, as the attendance is marked.

Attendance is required online for the entire duration of all course sessions and it will be monitored by the trainer and recorded via Zoom.

Missing scheduled online sessions or logging off on unapproved breaks except for technical failure may result in you having to retake the session(s). Additional fees may apply.

The trainer will allow for, and schedule breaks and allow for physical movement during the session

The course sessions will be monitored by the Victorian Chamber ICT and administrative staff and support and assistance will be provided should the need arise during the course. Such support cannot be extended to issues like internet/NBN or personal technology failure; The Victorian Chamber will endeavour to assist participants on a case by case basis.

### Course Materials

You will receive all necessary course materials, notes and assessments, by email prior to your course; you may also receive access codes for online learner guides and other related documentation, provided by the publisher.

If you require more information and clarification about the CRTD delivery of your course and other enrolment and documentation issues, please contact the Training Coordinator.

### Student acknowledgment:

BY SUBMITTING YOUR ENROLMENT DOCUMENTATION, YOU CONFIRM THAT YOU HAVE READ AND UNDERSTAND ALL COURSE INFORMATION AND REQUIREMENTS AND AGREE WITH IT AS PROVIDED TO YOU.