

## STAGE FOUR RESTRICTIONS: COMMUNICATIONS SUPPORT



Dear Students and Colleagues,

On Sunday 2 August, the Victorian Government, made a series of significant announcements, in line with advice from the Chief Health Officer about restrictions to help slow the spread of coronavirus (COVID-19):

1. From 6pm on 2 August, Stage 4 restrictions were put into place across metropolitan Melbourne.
2. From 11:59pm on 5 August, Stage 3 restrictions were put into place throughout regional Victoria.
3. Mitchell Shire remains in Stage 3 restrictions as at 5 August.

These announcements will mean that TAFEs, Registered Training Organisations, Learn Locals and Universities in metropolitan Melbourne will operate differently to those in regional Victoria.

The changes described in this message came into effect 11.59pm on Wednesday 5 August and will remain in place for 6 weeks.

Education remains a reason to leave your home only where necessary. Stage 4 restrictions are critical measures to reduce the movement of students and families across the state.

There are many implications for Phillips Institute staff and students, and we will support you through the coming days and weeks to ensure as little disruption to your study as possible. A summary of what the changes mean for training organisations is below.

If not already, all course delivery must move to remote learning except for critical teaching and research activities that require face-to-face delivery – exceptions are outlined below.

### *\*Exemptions:*

Face-to-face teaching and assessment is permitted and will continue for some courses at Phillips Institute where it cannot be delivered remotely or online. If you are studying qualifications or credentials servicing the following key occupations and activities, you will be permitted to attend on-site learning:

- Assessments for safe working practice and infection control
- Clinical health and biomedical science
- Aged and disability care

On-site attendance by staff is also permitted where the activity cannot be done remotely, and the purpose is to:

- conduct cleaning, essential maintenance (including facilities, equipment and IT) and provide security;
- provide practical student support, where this cannot be done remotely.

### *What this means for Phillips Institute:*

Phillips Institute moved all theory delivery for all courses to remote learning on 23 March 2020 and will continue to do so during the six week period.

- Remote learning includes facilitator led classes delivered via online meetings (zoom classes), delivery of printed resources and support materials via Australia Post or digital resources via email, study via our online learning management system, or a combination of these.

- Phillips Institute will continue to provide limited skills based training and assessment on site at its Head Office and Training Facility, Level 1, 1060 Dandenong Road, Carnegie, Victoria.
- Student administration will communicate with students where remote learning gaps are identified and skills based training and assessment will be scheduled. Students will be notified via email, SMS and/or phone calls from our office.
- Remote learning gaps may include skills that must be demonstrated by an instructor using equipment and realistic resources and/or simulations, with practice opportunities for the student, requiring face-to-face delivery.
- Performance assessment for particular units may require that the student's skills performance be observed by an assessor or qualified third party in simulation of, or in, the workplace or on placement.
- Industry Placements will be undertaken by Phillips Institute students where all health and safety precautions have been taken.
- Student enrolments are able to be extended where unavailability of placement opportunities causes a temporary delay in placement start and/or completion.

*Who may travel and at what times?*

- Students and staff who are permitted to leave home for work can travel more than 5 kilometres from their home for this purpose.
- Students must adhere to the 8pm – 5am curfew when travelling for study.
- Students should only attend Phillips Institute for class attendance purposes – staff will be in touch regarding your course delivery – whether you are in an exempted class or not.
- The curfew will not apply to staff who are doing permitted work.

*Considerations for training and assessment on site:*

- For courses that are exempt, physical distancing and infection control measures must be strictly followed.
- Face coverings, regardless of where you live in Victoria, are now mandatory for people aged over 12. All TAFE and training staff and students across Victoria are required to wear a face covering while at, and when travelling to and from their TAFE or registered training organisations.
- Teachers are not required to wear face coverings while teaching but those who wish to do so, can.

These steps have been identified as critical measures by the Victorian Government to protect us all. We assure you we are doing everything we can to slow the spread of the virus and ensure the health and safety of our whole learning community.

More information regarding coronavirus (COVID-19) is available on the DET website, which will continue to be updated as the situation evolves: <https://www.education.vic.gov.au/training/Pages/coronavirus-advice-tafe.aspx>

Thank you for your support during this time.

Yours sincerely,

**Rosemary Henderson**  
CEO, Phillips Institute

*Registered Training Organisation  
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