

Purpose of the document:

Phoenix College of Australia (PCA) is committed for health and safety of its students and staff. PCA will be following all the guidelines by the regulatory bodies and the state Governments to deliver the training and assessment to its students in a safe environment. As the proposed course of the delivery involves the role plays and many other assessment methods which will involve the close interaction of the students with each other and the trainer/assessor staff. PCA will be following the steps mentioned below in order to maintain PCA a safe environment of delivery of training and assessment:

- PCA representative will be doing temperature check before giving the entry to the campus and class.
- PCA representative will make sure that every student does sanitise his/her hands before entering into the class or touching anything.
- Visitors will not be allowed within the campus. Only the students and staff will be allowed. Students and trainer will be signing the attendance sheet on the day they attend or conduct the class. If visitor enters the premise, PCA will keep the record of it.
- PCA reserves its right not to allow any individual who does not seem to be fit for attending the class.
- PCA will be pasting the information about COVID-19 on its walls and notice boards to make students and staff aware of this information.
- Each student will be provided this information related to COVID-19 before the training and assessment commence via email.
- PCA will be providing a “reasonable adjustment” to all students when training and assessing the performance of the students on a manikin.
- PCA will not allow students to breathe directly into a manikin. This will help minimise the risk of spreading the virus. Instead, students are to be assessed performing breaths to the side of the manikin.
- Assessors will be required to use their professional judgement in assessing competence of students’ capacity to perform CPR under these new circumstances.
- Although these reasonable adjusts will be done but PCA will make sure that there is no compromise with the learning outcome and quality of Training and Assessment.
- PCA will still assess students against all other aspects of CPR as per the unit of competency requirements set out in the HLT Training Package. All other Assessment Requirements, including the Assessment Conditions, will also be met.
- As this qualifications (CPP20218 Certificate II in Security Operations) is the requirement for gaining the unarmed security license in Queensland, PCA will ensure that delivering with these adaptive measures will continue to enable a student to meet industry regulatory requirements.
- PCA will implement social distancing, personal hygiene, and when and how to isolate during the COVID-19 pandemic. For further information, please visit the Australian Government Department of Health website at <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>.

Process for delivering face to face training in COVID-19

- PCA will make sure it does not make class of more than what can be accommodated in the campus according to the guidelines of the state and the Australian Government.
- As the predominant mode of delivery for PCA is face to face mode of delivery only, PCA will ensure that ensure there is ample space in the classroom between people. PCA will be ensuring desks/work stations are adequately separated.
- PCA will also consider increasing cleaning, particularly of classrooms, toilets, common areas, door handles and equipment.
- PCA will not let any student, who is unwell, or who is required to self-isolate, attend class and will be sent home.
- PCA CEO will keep on checking with the relevant jurisdictional health authorities regarding any additional requirements that apply in the location.
- PCA CEO will keep ASQA informed about any changes in the delivery of training and assessment required to be undertaken in view of COVID-19.
- As PCA will be training and assessing International students, who will be required to attend 20 hours of scheduled classes, PCA will be documenting any adaptive measures during this period, including reasons why a student may be unable to meet their 20 hours of attendance requirements.
- PCA will be supporting the students and will be making the instalment plans in order to reduce the financial burden from the students and their families overseas. As the coronavirus outbreak is not only affecting Australia but the whole world. PCA will take every decision considering financial and mental health of the students and their families. PCA will be taking these concerns into consideration while taking decision of the enrolment of the student.

**Phoenix College of Australia (RTO NO: TBA, CRICOS CODE: TBA)
Process for delivering face to face training in COVID-19**