Open Access College
Open Access College provides each student with dedicated teachers and learning programs appropriate to their circumstances and needs. Learning with Open Access College involves:

- a variety of learning modes
- synchronous lesson time that is interactive and learner-centered
- intentional content for students to explore on their own
- individual, small group and class feedback in real time
- on-going formative assessment to inform future learning

Open Access College provides each partner school with a Senior Leader as key contact and support person for their students.

At the start of the School Year OAC will

Send confirmation of enrolment email to the school OAC coordinator.

Teachers will contact school coordinators and students within one week of the enrolment to confirm lesson times, technology requirements and resources.

Teachers will support students and supervisors accessing the learning platforms.

Provide information about how to login to Daymap and the absence process.

Throughout the year OAC teachers will

Conduct synchronous lessons at set times each week

Provide learning materials, tasks and support via a LMS

Provide out of lesson support through face-to-face contact, email and telephone

Consult and collaborate with the school OAC coordinator as appropriate.

Contact the school OAC coordinator and parents immediately when there are any concerns re student learning. This will be followed up by the OAC Senior Leader as appropriate.

Inform the school of any OAC closure days in advance.

Inform the OAC coordinator of organized workshops and forums to support learning

Provide on-going information about student progress in Daymap. All attendance, required work/assignments and marked work with feedback is made available to OAC coordinators, students and parents in Daymap.

Regularly report on student progress.

Partner School

The partner school is responsible for having a person assigned with sufficient time to fully support students.

The name and contact details of the school based OAC coordinator must be provided on the enrolment form at the time of enrolment.

Prior to and at the start of the year the OAC school coordinator will:

Access the OAC website for course, enrolment and general information

Fully complete and forward enrolment forms to OAC Client Services. Incomplete enrolments forms will be returned to the school.

Check confirmation email and alert of any required changes

Ensure students have a dedicated spot in the school for OAC synchronous lessons and study.

Ensure students have access to a dedicated laptop, headset and connection to the internet and that they can access the email account provided on the enrolment form.

Assist students log-in to OACs e-learning platforms (Daymap, WebEx, Moodle, Google Classroom, Library) and troubleshoot minor technical problems. Refer to our Learning Technology Help Desk (OAC teachers and Learning Technology staff will guide students/supervisors in connecting to and using the online technologies. However, technical support is the responsibility of the partner school.)

Ensure students have the required items and resources eg Graphics calculator, specialist software

Support students to understand and comply with OACs assessment and attendance policy

Assist students to organise a timetable that includes lesson time and dedicated study time for OAC subjects

Assist students to manage their course/subject digital files and calendars

Throughout the year school coordinators will:

Actively supervise and support students to attend lessons and effectively utilise on-line classrooms and resources

Inform student.absence@openaccess.edu.au, when a student is absent from school for any reason. (Any unexplained absence will result in an email being sent to the supervisor).

Collaborate and consult with OAC teachers where appropriate

Foster independent learning skills. Encourage students to make contact with their OAC teachers as appropriate.

Monitor student progress using Daymap Connect

Organise student visits to OAC where appropriate

Advise OAC client.services@openaccess.edu.au of all changes to student subject/course and home contact details

Implement appropriate processes when deadlines are not met by students

Discuss with the OAC Senior Leader any issues that impact on student performance.

Provide exam supervision as negotiated

Return all library resources and unused learning materials to OAC.

N B: For an interactive version of this document, go to www.openaccess.edu.au/schools/partnership-in-learning