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International Students Pre-Enrolment Guide COVID-19 Addendum

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Version Control

Date	Version	Changes made	Author
25 March 2020	V1.0_SV	Created in lieu of the COVID-19 pandemic inform the prospective students of temporary changes of Queensford College's operations and training.	Shashank Vuppala
25 June 2020	V1.0_SV	Changes made to offshore virtual classroom study	Shashank Vuppala

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In lieu of the COVID-19 pandemic, this document has been created to inform prospective students of temporary changes of Queensford College's operations and training.

This addendum is to be read in conjunction with Pre-Enrolment Guide and is available on the Queensford College website: <https://queensford.edu.au/downloads/>

1. Temporary Changes to Delivery of Courses

To ensure the safety of our students and staff, Queensford College has adopted to virtual classes for training and delivery of its courses for a temporary period until social distancing restrictions are no longer in place.

All campuses in Brisbane, Adelaide and Parramatta are currently closed, including classrooms and computer labs facilities. This may change in the near future and the college will update students and staff as the situation develops.

1. Offered Courses

Courses that have changed in delivery mode.

CRICOS Course Code	Course Code and Name	Delivery Mode
098755B	BSB51918 Diploma of Leadership Management	Virtual Classroom
088532M	BSB61015 Advanced Diploma of Leadership Management	Virtual Classroom
0101580	ICT50118 Diploma of Information Technology	Virtual Classroom
096219J	ICT60215 Advanced Diploma of Network Security	Virtual Classroom
092893G	10118NAT Diploma of Social Media Marketing	Virtual Classroom
089225C	CHC43015 Certificate IV in Ageing Support	Theory Classes: Virtual Classroom Practical Class and Vocational Placement: Face-to-Face
084087D	CHC50113 Diploma of Early Childhood Education and Care	Theory Classes: Virtual Classroom Practical Class and Vocational Placement: Face-to-Face
092402J	SIT40516 Certificate IV in Commercial Cookery	Theory Classes: Virtual Classroom Practical Class and Vocational Placement: Face-to-Face
091045M	SIT50416 Diploma of Hospitality Management	Theory Classes: Virtual Classroom Practical Class and Vocational Placement: Face-to-Face

2. Vocational Placement

Courses that comprises units of practical classes and vocational placement are not offered virtually. Students will be required to wait until face-to-face classes are resumed on campus.

3. Virtual Classes Requirements

Virtual classes will be conducted from the location of the student's residence. Students are required to have appropriate study desk and chair and meet the computer requirements listed below.

Computer Requirements

and any prospective students enrolling to study at Queensford College will need to ensure they are able to connect to the internet and have the capability to use our online learning system that meets the minimum technical requirements, which are:

- Access to a laptop/computer is preferred
- An operating system supporting the following browsers (current version and up to three most recent versions): Chrome, Firefox, Safari (excluding Safari on Windows), and Microsoft Edge
 - For Windows: Windows 10, 4 Gb RAM installed (minimum)
 - FOR MAC: Mac OS X 10.13 or above
- Access to Word processing software, such as Microsoft Word
- Reliable internet connection
- Webcam
- Video editing software

Participation in Virtual Classes

- Student who can participate in virtual classes:

Students must be onshore to commence/continue studying Queensford College by participating in virtual classes.

Students who are offshore (residing outside of Australia) and do and/or do not hold a student visa can commence course by participating in virtual classes; if they are enrolled in specific courses mentioned in Section 2 of the International Students Studying Offshore Virtually Policy document.

- Students who cannot participate in virtual classes:

Students who are enrolled in courses not mentioned in Section 2 of the International Students Studying Offshore Virtually Policy will not be allowed to commence study by virtual classroom.

Please contact our Student Services Team at studentservices@queensford.edu.au or an authorized representative agent for more information on offshore students studying virtually or to check to see if you are eligible.