

PURPOSE & SCOPE

The VET Programs Online Studies Process describes the process and procedures for the online study requirements of students enrolled in Vocational Education and Training (VET) programs at Academies Australasia Polytechnic.

This process, if followed, will ensure that all online studies are undertaken and completed in accordance with the Standards for Registered Training Organizations (RTOs) 2015 and requirements of the National Code.

OPERATIONAL GUIDELINES

- You will receive a personal email from Academies Australasia Polytechnic IT Department with your individual account login and first time password details
- Before commencing your online studies via 'LMS AAPoly' (Academies Australasia Polytechnic's learning management system powered by Moodle), please ensure that your computer system has Acrobat Reader V9.0 software or above installed.
- Use the hyperlink below to download and install the Acrobat Reader if you do not have it installed on your system or require upgrading to the correct version.

<http://get.adobe.com/reader/>

- All Academies Australasia Polytechnic computer systems and computer labs have been installed with V9.0 or above.
- Instructions on how to use 'LMS AAPoly' is provided in the Help feature inside 'LMS AAPoly' located in your individual home page.
- To find the Academies Australasia Polytechnic's Learning Management System on the World Wide Web type in the following URL web address.

<http://lms.aapoly.edu.net.au/>

- For future reference and easy navigation it is recommended you add the link to your Favourites tab.

POLICY STATEMENT: ATTENDANCE

- Your attendance online is compulsory. Student Attendance is monitored; is a Student VISA and a course requirement as per any lesson delivered Face to Face in a classroom at any of Academies Australasia Polytechnic campuses.
 - To be accredited individual online attendance you are only required to login into 'LMS AAPoly' a minimum of once per every 7 days weekly cycle.
 - Attendance is recorded and submitted weekly with the week ending attendance closing at each Friday at approximately 1600.
-

PROCESS STATEMENT: ONLINE SUPPORT & ASSESSMENT SUBMISSIONS

- Online support is provided via raising any query or question through the Unit of Competency forum, via emailing your nominated lecturer or by utilizing the 'LMS AAPoly' chat function (similar to Facebook Chat function).
- All queries and questions entered via online forums or via email are answered in a timely manner.
- If Assignments, Activities, Files and Assessments are required to be uploaded into 'LMS AAPoly' always follow the link provided in the Assessment Tool Box called 'Assignment Upload' and submit your file of work to your nominated trainer.
- This is a very simple process. Click the link provided and add your file for assessment from your desktop or hard drive.
- Note: All uploaded files are to include your name and personal student id number.
- The Moodle upload file size is unrestricted.

LEGISLATION

Standards for Registered Training Organizations (RTOs) 2015
Educational Services to Overseas Students (ESOS) Act 2000
Educational Services to Overseas Students (ESOS) Regulations 2001
National Code of Practice
Victorian Equal Opportunity Act 1995

Head of Department's endorsement

Name: Reece Thomas
Position: Faculty Head: VET Programs
Signed:



Date: 20th March 2017
