



Part of The Anglican Schools Commission (Inc.)

ASC CONNECT

REMOTE EDUCATION PROGRAM SCHOOL HANDBOOK



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Introduction

ASC Connect is a centralised remote or virtual learning hub that delivers programs across Anglican Schools Commission schools within a virtual classroom environment. It provides students with the opportunity to engage in courses not currently available at their own school.

Our ASC Connect courses ensure students can undertake courses in offered learning areas, uninhibited by lack of availability, illness or location. All courses are taught by experienced and qualified ASC teachers, within a virtual classroom.

ASC Connect fosters a safe, engaging and inclusive learning environment by coupling state-of-the-art technology with innovative and adaptive teaching practices. Upon satisfactory

completion of our ASC Connect courses, students gain course recognition from School Curriculum and Standards Authority (SCSA) and credit towards their Western Australian Certificate of Education (WACE).

We deliberately use the term remote learning and virtual classroom, rather than technology specific labels such as e-learning or online learning, because effective and meaningful student learning, in this environment, can take many forms.

ASC Connect helps to prepare students for life beyond the school classroom, as an increasing number of tertiary education providers and workplaces rely on digital technology for the delivery of learning content and professional practices.

Our Vision

ASC Connect welcomes all students into a caring Christian environment, which encourages the pursuit of excellence. We seek to enable each student to be accomplished and fulfilled in their learning. Our emphasis is on helping students learn to be the best they can be.

Our Purpose

ASC Connect is a network of ASC teachers that delivers Year 11 and 12 courses. It is committed to growing a remote teaching and learning community committed to excellence that broadens the range of subjects available to senior students in ASC schools.

Teaching & Learning

BENEFITS OF REMOTE LEARNING FOR STUDENTS

Remote learning can be a valuable mode of delivery for students if created to enhance learning and collaboration with others outside of a student's normal environment. The advantages for students of ASC Connect is primarily flexibility and access to otherwise inaccessible specialised teachers.

TEACHER QUALITY

Teacher quality influences the achievement of student learning outcomes. The key competencies required of ASC Connect teachers, so that they can facilitate effective remote learning, include; strong relationships with students, good communication skills, high technological competence, effective monitoring of student learning and the provision of informative feedback to students, clear assessment practices, good administrative skills and responsiveness to students' needs. ASC Connect teachers will be engaged in regular professional learning to develop increasing competency in the areas mentioned above.

STUDENT ONLINE LEARNING NEEDS

Students participating in a remote learning environment have several needs. For remote learning to be effective students need access to appropriate technology, including reliable internet, software, hardware and a stylus. They also require access to early and ongoing technical support. They learn more effectively when the online learning platform has consistent formatting, aesthetics and navigation. The effectiveness of their learning is increased when they are taught by quality teachers who provide formative assessment, clear learning outcomes, differentiated learning activities and effective and regular feedback. Further, student achievement of learning outcomes is enhanced when students are provided with opportunities for social connectedness, cooperation among students and a sense of belonging.

ASC CONNECT FRAMEWORK FOR LEARNING

ASC Connect is committed to a model of remote education that is driven by pedagogical objectives that align with the ASC's values.

We value **faith** and **integrity**; therefore, we will seek to foster:

- Relationships: so that students can learn from others and assist others in their learning.
- Humility: based on a recognition that there are many mysteries and much to learn, as well as a commitment of students to telling the truth about their own academic contributions and a willingness to recognise the ideas of others.

We value **respect** and **justice**; therefore, we will seek to foster:

- Self-awareness and accountability: of the impact of our actions on us, others and our world.
- Purpose: students will be encouraged to set goals to improve their learning in order that they can contribute to the good of others in their community.

We value **excellence** and **inclusion**; therefore, we will seek to foster:

- Courage: this will involve students demonstrating persistence in their pursuit of wisdom, bravery as they embrace the ideas of others and resilience as they negotiate their journey towards their educational goals.
- Commitment: to inquiry, investigation, discussion, reflection and creation.

Teaching & Learning

KEY REASONS FOR SCHOOLS TO BECOME A PART OF ASC CONNECT:

1. It allows them to offer a wider variety of courses to their students.
2. It allows for greater financial viability in courses with small student numbers.
3. It has the potential to increase the retention of students by catering to a wider area of needs (e.g. – learning areas and studying whilst unable to attend campus).
4. It could attract new enrolments through wider course offerings

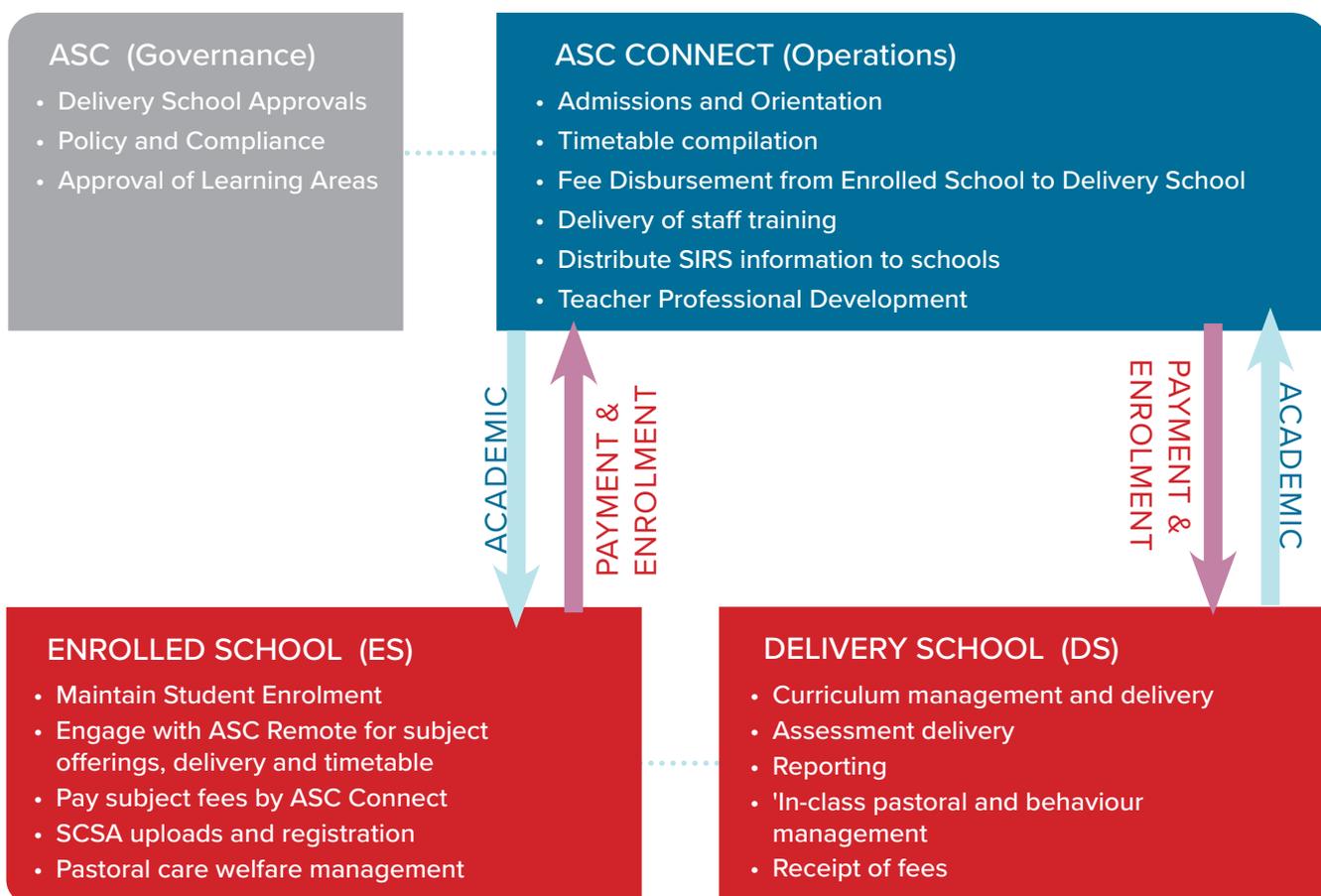
KEY REASONS FOR STUDENTS TO BECOME A PART OF ASC CONNECT:

1. Students can select subjects that are not on offer at their school.
2. Students gain the advantage of building networks and friendships across different ASC schools.
3. Students are provided with training in the use of relevant technology.
4. Students enhance their preparedness for online learning beyond school.

ASC Connect aims to facilitate a student's connection to a learning community which delivers greater opportunities for success, both within and beyond the school environment.

Stakeholder Responsibilities

The key stakeholders in ASC Connect, and their responsibilities, are identified below.



Subject Offerings

YEAR 12 SUBJECTS

- English as an Additional Language and/or Dialect ATAR
- Curtin UniReady

YEAR 7-10 COURSE

- English as an Additional Language and/or Dialect ATAR

YEAR 11 SUBJECT

- English as an Additional Language and/or Dialect ATAR

Delivery Model

HYBRID LEARNING MODEL

A hybrid model of learning will be utilised. All students in the class will be treated as remote or ASC Connect students, irrelevant of campus location. Students will complete a minimum of 55 hours of teaching time per unit. ATAR subjects are 4 units with 2 units generally completed each calendar year during Year 11 and 12. That is a minimum of 2 hours and 45 minutes per week over the 40 weeks of the ASC Connect school year.

A hybrid model of course structure will be used, which will consist of the lessons below:

- 2 x 50 minute live tutorials
- 1-2 x 50 minute prerecord lessons (teacher discretion)
- 1-2 x 50 minute independent work on set tasks (teacher discretion)

ASSESSMENT

The WACE Manual outlines the SCSA requirements. These requirements are adopted in the delivery of ASC Connect and includes:

- A senior secondary assessment policy based on the Authority's assessment guidelines.
- A course outline and an assessment outline.
- Implementation of appropriate procedures for managing assessment information.
- Implementation of SCSA's grading procedures
- An assessment review and appeal process.
- Participation in documentation and grading reviews, consensus moderation procedures, syllabus delivery audit, small group moderation procedures.

In class assessments are sent to the nominated delegate at the Enrolled School 48 hours in advance. The Enrolled School is responsible for invigilating the assessment on the required date and will have 24 hours to scan and send the assessments to the Delivery School teacher for marking. Course examinations will take place at a centralised venue (ASC International – 10 William Street) and will be externally invigilated. Alternative arrangements may be made if this is not possible for individual students. An examination schedule will be made available to all schools by Week 8 of Term 1 and Week 5 of Term 3.

Delivery Model

All assessments must be returned to the student within two weeks, with marks and feedback placed into Class Notebook / Teams. Students will be identified as 'at risk' when they fail one assessment piece. Enrolled Schools will be notified in these situations and appropriate intervention strategies put in place.

To view the policies regarding Assessments for ASC Connect, please see the Policy Portal.

REPORTS

Subject results and reports are compiled by the Delivery School and provided to ASC Connect two weeks after the completion of each semester. ASC Connect will then distribute all grades to the applicable Enrolled School. The Enrolled School will populate all student results into their own SEQTA. The Enrolled School will be responsible for uploading any required information to SIRS and reporting any necessary information to SCSA.

On receipt of reporting data from SCSA, the Enrolled School will provide this information back to ASC Connect for feedback to the Delivery School.

TIMETABLE

A master ASC Connect timetable is managed via the ASC Connect admin team. Live classes are usually timetabled off grid. This means they will occur before 8:40am or after 3:30pm Monday-Friday during term time.

SMALL GROUP MODERATION

Small Group Moderation is required for Year 12 ATAR classes only. A school must become involved in a small group moderation partnership where it has a projected number of **fewer than six ATAR course examination candidates** in a particular course. In this situation, ASC Connect will help facilitate school partnerships and provide necessary documentation to SCSA, where appropriate. ASC Connect will also assist with SCSA liaison to ensure the ASC Connect class is 'grouped' as one class in the SCSA system. This allows for a class with students from multiple schools to be grouped as 'one class' for moderation purposes.

TEACHING STAFF

All teachers delivering ASC Connect courses will be fully registered and qualified teachers employed within one of our Anglican Schools Commission schools.

Teachers have been specially selected to participate based on their expertise in the assigned learning area, and their experience using technology as an effective tool for learning.

PROFESSIONAL DEVELOPMENT OF TEACHERS

Teachers participating in ASC Connect will be required to attend two to three days of professional development per year. All teachers participating in the program will undertake the Microsoft Innovative Educator training and it is recommended that they aim to progress through to Microsoft Expert Educator level. It is the responsibility of the Delivery School Head of Learning Area to provide curriculum advice, support and mentoring to the Delivery School ASC Connect teacher.

STUDY LOCATION

Students participate in courses within ASC Connect from their school campus or from home (depending on the timetable schedule). Students on campus should be provided with a safe and effective area (usually the library) in which to undertake their ASC Connect courses without distraction.

Technology

Microsoft Office 365 is the main platform that is utilised for the administration and delivery of courses in ASC Connect. All courses will be delivered using Microsoft Teams and OneNote Class Notebook as the learning management system. Access to ASC Connect is gained via a central SharePoint landing page. Key stakeholders participating in ASC Connect courses will have access to relevant Teams. The outline of these is shown below:

TEAM	WHO	USE	CHANNELS / DESCRIPTION
ASC CONNECT STAFF	Delivery School Teachers ASC Connect Admin	Collaboration between Delivery School Teachers Delivery School Teachers file sharing with Admin (assessments, attendance etc) Central depository for template files	A separate channel for each learning area (course) is to be created which will include the any relevant communication between the Administration team and the Delivery School.
ASC CONNECT SCHOOLS	Enrolled School ASC Connect Admin	ASC Connect Admin file sharing with Enrolled School	A separate Channel is to be created for each school students are enrolled in and locked to members of Admin and the relevant school only.
ASC CONNECT (COURSE NAME)	Delivery School Teachers	LMS Team for teaching	Delivery School teachers to have a separate Team for each class. The structure of each class should follow a template, however can have some personalisation relevant to the teacher's preferences.
ASC CONNECT STUDENTS	ASC Connect Admin ASC Connect Students	Discussions, Notices, Well-being check-ins for students	Separate channels for news pieces, forms, well-being surveys, discussions.

Technology

MICROSOFT ACCOUNTS

Students enrolled in the course have an Office 365 account created under the @ascschools domain. Staff teaching the students have an Office 365 account created under the @ascschools domain.

FACILITATION OF COURSE

Students and teachers log into their @ascschools O365 accounts and are directed to the ASC Connect Landing Page in SharePoint. This SharePoint page would contain all documentation and information regarding the School e.g. contact details, who to see, etc, not course information.

Each course is created in Microsoft Teams and a corresponding Class Notebook, set up. Teachers (owners) and students (members) access content through this area.

A standardised model of systems and processes is used for all participating schools and staff.

RECOMMENDED STUDENT DEVICE REQUIREMENTS

TYPES OF DEVICES

Recommended device:

- Laptop (Windows 10) with a touchscreen or
- Desktop (Windows 10) with a touchscreen

Not suitable:

- iPad
- Tablet
- Chromebook

OPERATING SYSTEM

Recommended device:

- Laptop (Windows 10) with a touchscreen or
- Desktop (Windows 10) with a touchscreen

DEVICE STORAGE CAPACITY

256GB or higher

RAM

8GB or higher

ADDITIONAL REQUIRMENTS

- Webcam or a device with an installed camera
- Headset with a microphone or device with a clear quality microphone
- VPN access is highly recommended for students based in China

APPLICATIONS TO ACCESS

Microsoft Office (included with your @ascschools login)

ADDITIONAL REQUIRMENTS

- Stylus
- Pen, highlighters, pencil etc.
- Notebook or paper

Operations

ASC Connect is centrally administered under a division of the ASC. All students remain enrolled in their own school which is known as the 'Enrolled' school, with classes being taught by a teacher in their own or usually, another school known as a 'Delivery' school. Enrolled Schools maintain the responsibility for communications with families and relevant authorities on student progress and results. ASC Connect does not operate as a separate school, it is an ancillary service or program, provided to assist schools and their students.

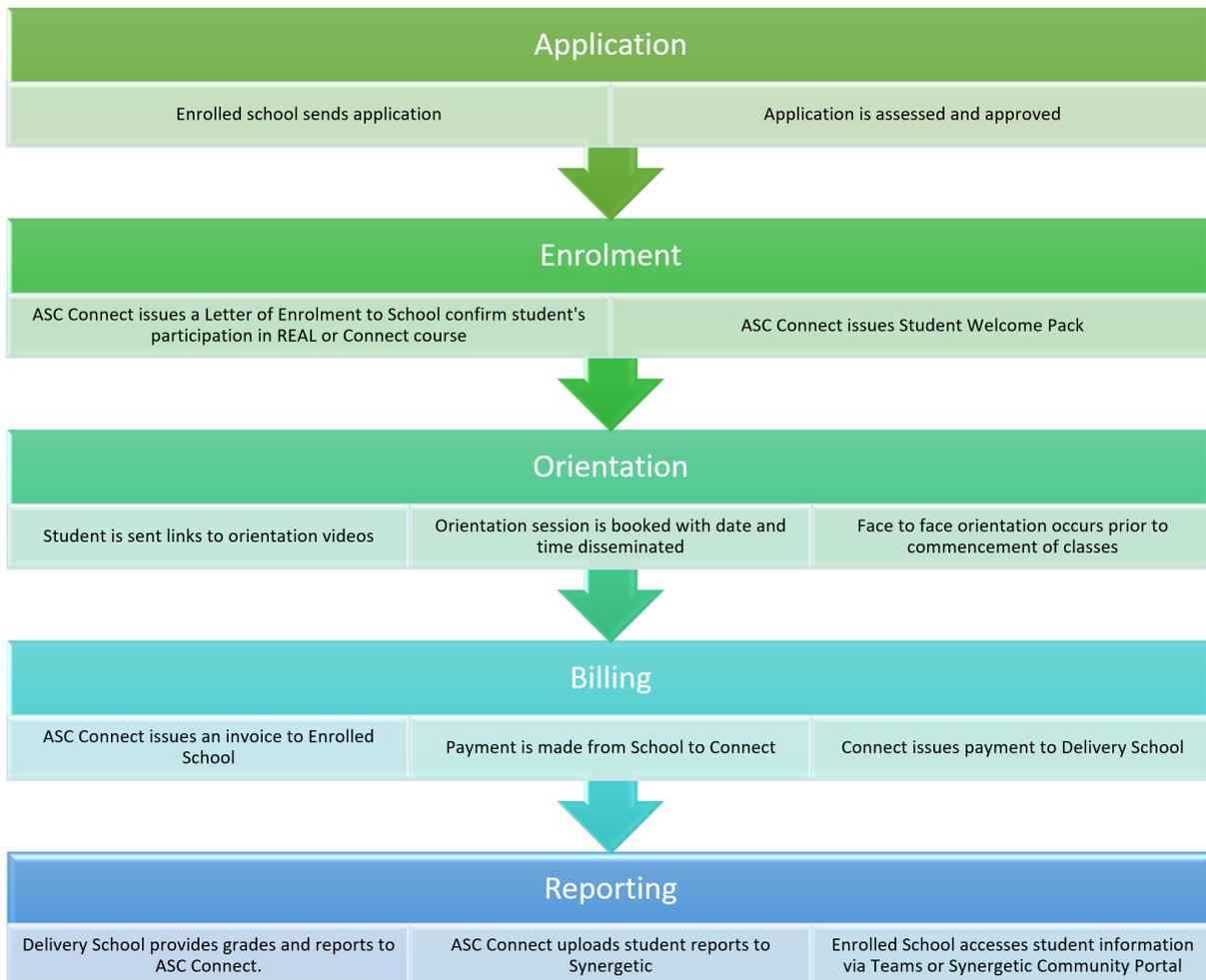
APPLICATION AND ENROLMENT PROCESS

All students participating in ASC Connect courses will apply via their school as part of the subject selection process. Courses offered through ASC Connect will be made available and identified on subject selection forms.

Schools submit applications for students into ASC Connect courses via the following link: [ASC Connect Application](#)

Students remain enrolled through their school with reporting and assessments being undertaken by their course teachers and delivered back via their school once per semester. Students in ASC Connect will receive a separate ASC Connect report detailing results of the course they have undertaken. This will be delivered by their school at the same time as their usual school-based report.

Process flow for ASC Connect

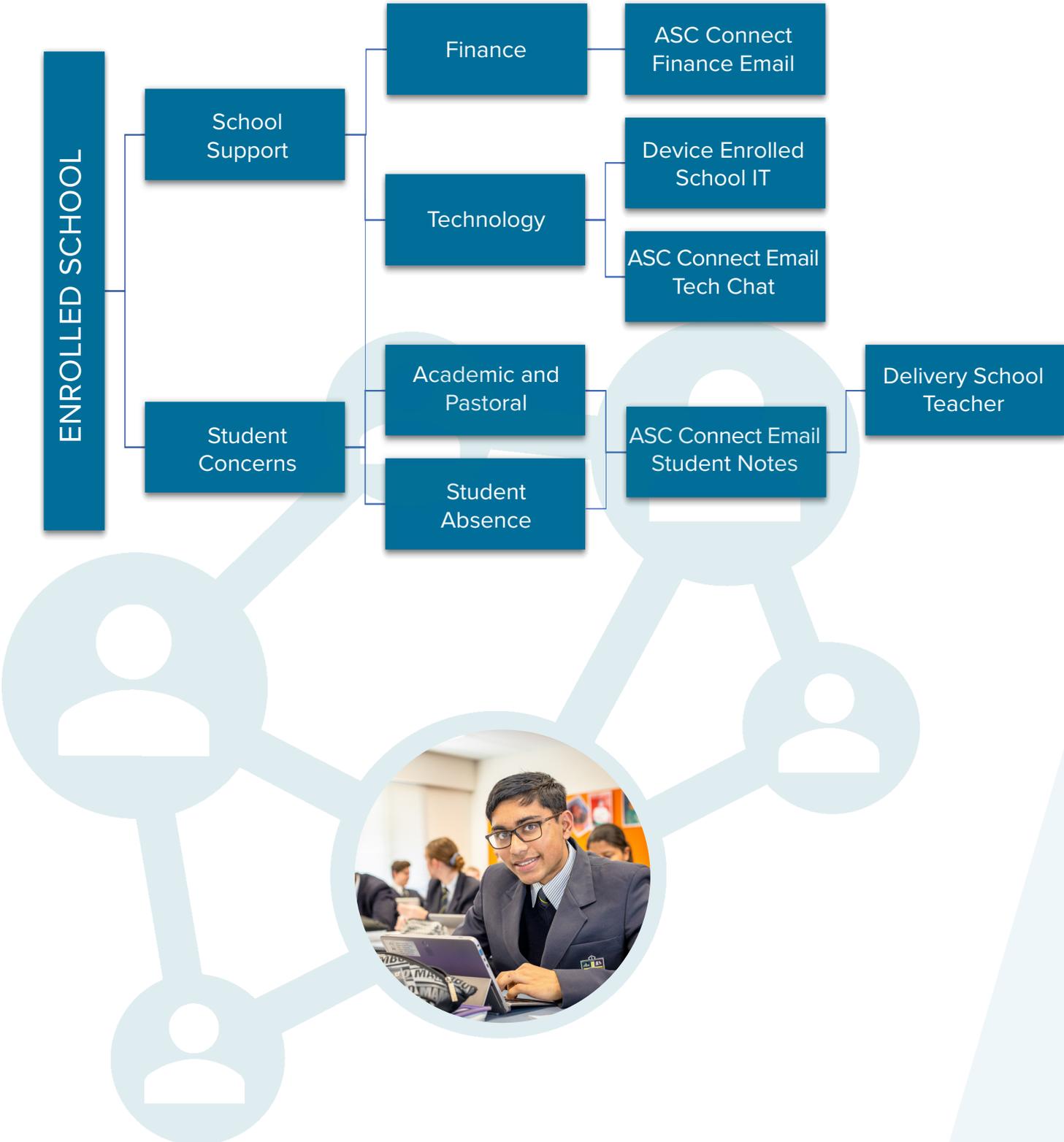


Operations

COMMUNICATION PROCESS

Please refer to the diagram below to determine communication channels for ASC Connect stakeholders.

Enrolled School Communication Process



Appendices

Appendix A – Operational processes

PHASE	TEAM RESPONSIBLE	ACTIONS
APPLICATION	ADMIN	<p>Application received from ES:</p> <ul style="list-style-type: none"> - check it for completeness - ensure approval has been provided by ES school executive/BM - note details of: <ul style="list-style-type: none"> ACADEMIC LEVEL – Ensure that (translated) copies of the student’s past academic report is included with the Application Form. SUBJECT CHOICE – Ensure this learning area is on offer PRE-REQUISITES <p>Send the completed application documentation to the DS</p>
COURSE CONFIRMATION LETTER	ADMIN	<ol style="list-style-type: none"> 1. Pass the completed application to the DS Registrar for acceptance 2. DS approval 3. Confirmation of Course letter to be sent to ES
PAYMENT	ADMIN	Admin invoices ES with payment due week 4 of term
CONFIRMATION OF ENROLMENT	ADMIN	<p>On dissemination of Course Confirmation letter, Admin adds student to:</p> <ul style="list-style-type: none"> - Synergetic - Timetable - Enrolment list - Applicable Teams
SCSA	ENROLLED SCHOOL	<p>Students must be registered in the SCSA system for the unit they have been enrolled in</p> <p>Small Group Moderation forms to be completed by Admin and registered with SCSA so all schools in the class are flagged as one group</p>
ORIENTATION	ADMIN	<p>Student Welcome Pack distributed to student 1-2 weeks prior to commencement</p> <p>Orientations are to be conducted on the days prior to the start of the school year (or semester for Year 11 students new in Semester 2). Students are required to bring their laptop to this session.</p>

Appendices

Appendix A – Operational processes cont'd

PHASE	TEAM RESPONSIBLE	ACTIONS
COMMENCEMENT	ADMIN	A follow-up call to student within the first four weeks of commencement to address any concerns or issues
COURSE PROGRESS	DELIVERY SCHOOL	<ul style="list-style-type: none"> - Academic program delivery - Assessments - Attendance - In class behaviour management - Academic progress monitoring and intervention development - Triage of any issues and determination on escalation to Admin if required
ASSESSMENTS	DELIVERY SCHOOL ENROLLED SCHOOL	<ul style="list-style-type: none"> - Provide details of assessment schedules to ES - Invigilate assessments
REPORTING	DELIVERY SCHOOL ADMIN ENROLLED SCHOOL	<ul style="list-style-type: none"> - Completes reports using ASC Connect Reporting template - Transfers results and reports from DS Teams into ES Teams - Input results into SEQTA and compile ASC Connect report (using template provided)
COURSE CHANGES	ADMIN	<ul style="list-style-type: none"> - Request for change of enrolment form must be completed and received - Approval provided from both Enrolled and Delivery schools - Movement of files to new course - Change of course in Student Management System
WITHDRAWALS	ADMIN	<p>Withdrawal form to be received from ES and provided to:</p> <ul style="list-style-type: none"> - DS - ASC Connect Finance
COMPLETION	DELIVERY SCHOOL ENROLLED SCHOOL	<p>Provide last report or Certificate of Completion</p> <p>Record results with SCSA</p>

