



Your guide to studying from home

swtafe.edu.au | 1300 648 911

TAFE 3120



Your guide to studying from home

At South West TAFE we are committed to continuing to provide a positive educational experience for all of our students.

COVID-19 has forced everyone to adapt, and to keep people safe we have also been working hard to implement a new way of studying for many of you.

However, one thing that hasn't changed is that we will continue to be there for you every step of the way.

Some may find the transition to studying from home a challenge but we have many resources available to help you develop new skills and succeed.

Getting ready to study from home

Do you have what you need?

- Set up your study area – make sure you have access to the internet and a computer/laptop.
- It's a good idea to have a dedicated space in your house to study away from the distractions of television and children.
- Make sure you have a comfortable chair and table or desk.
- If you have a dedicated space it will help to get your mind into study mode.

Your responsibilities

When studying from home it is your responsibility to:

- Comply with the same standards and expectations that would exist in your normal classroom.
- Regularly monitor your email and online platforms.
- Be appropriately dressed for video conferences (no sleepwear).
- Be in an appropriate place/background (not in bed).

What if I don't have what I need?

- Don't have a computer? SWTAFE does have a limited stock of laptops for loan that can be utilised by students who don't have access to their own. We have a number of laptops available for loan at each SWTAFE campus.
- If studying from home isn't an option, we have made arrangements to provide a limited number of study spaces at each SWTAFE campus.
- Before you book please be mindful that these spaces are only to be used in the rare instance that a student may not have the facilities to study at home. The study space will be a desk and computer, there will be no face-to-face support. You will access your classes via remote learning or as outlined by your teacher.
- All students must have an approved booking prior to attending campus and will have to follow sign in/sign out procedures.
- Anyone visiting a campus to utilise a study space must be well and adhere to the strict physical distancing and hygiene guidelines in place across each of our campuses.

To make loan arrangements or to book a study space please contact your local campus:

Warrnambool campus	5564 8515
Hamilton campus	5551 4144
Portland campus	5521 0444
Colac campus	5564 8589

Where to go for help

Connecting with your teacher

Your teachers are your best resource, and should always be your first point of contact.

Refer to [page 9](#) for a list of useful emails if you have enquiries relating directly to your course.

LSU – Learning Support Unit

The teachers in the Learning Support Unit are a friendly team who provide help to students with all aspects of their study. Assistance is available in numeracy, comprehension of assignments, basic computer literacy, assignment writing, and referencing.

You are able to apply to the Learning Support Unit (LSU) for one-on-one support sessions or advice by contacting any of the following:

- The library 5564 8956
- Customer service 1300 648 911
- Following the links through the Student Hub on the South West TAFE website
- Direct contact via email mailbox.literacyandnumeracy-support@swtafe.edu.au or phone Bob Beekhof (LSU Coordinator) 0418 569 152

Support appointments will be offered initially by phone or online sessions. From time to time the LSU will hold virtual support drop in workshops which will be promoted through your teachers and online.

Providing feedback

LOOP is an APP based feedback program used by SWTAFE where you provide timely, specific, and private feedback to teachers about your learning.

From time to time SWTAFE will also ask questions to ensure we provide the best possible teaching and learning to all of our students. To access LOOP you will need to download the APP and receive a specific code from your teacher. LOOP works on both Android and Apple devices, and is a great way to keep in touch.

Student Wellbeing

The student wellbeing team is available to assist all students. They are available to chat, and can help you stay positive and focused on your studies.

Glen McKenzie: 0478 332 289 (Mon-Fri 9am – 5pm)
Jas Wylie: 0481 916 092 (Mon-Thurs 9am – 5pm)
Lucy Whelan: 0435 301 402 (Mon-Thurs 9am – 5pm)
Email: studentsupport@swtafe.edu.au

[Click here to Download the Student Support Info Sheet](#)

ICT Helpline

For those needing IT support contact our ICT Helpdesk on 5564 8854. during business hours or email icthelpdesk@swtafe.edu.au

Student Hub

You can now find the SWTAFE Student Hub on the SWTAFE website. Here you can find support documents and utilities like Password Reset while studying from home Visit students.swtafe.edu.au

Meet our support teams

You can meet our friendly support teams via the following video: <https://youtu.be/x35bR8OwYds>

Where to go for help

Library Services

The Warrnambool campus library collection is available for students at a limited capacity. To request an item, message us on LIVE chat from the Library homepage library.swtafe.edu.au or email us at library@swtafe.edu.au. Items will be retrieved by library staff and made available for you to collect from the Skills and Jobs Centre, or posted to your address upon request.

You can access our digital and physical collection via:

- SWTAFE Library Catalogue
- APAFT
- Australia Standards online
- CINAHL
- EBSCOhost
- HealthCollection
- Informit

The easiest place to start is with a live chat via LibChat 9am – 5pm

[Click here to LibChat](#)



Or via the website <https://library.swtafe.edu.au/home> or email: library@swtafe.edu.au

Download the [How To Request A Library Item](#) info sheet

Bookshop

The Bookshop is contactable via email only bookshop@swtafe.edu.au

Orders will be processed once a week and posted or picked up via the Skills and Jobs Centre.

Koorie Support

Our Koorie Liaison officer is Jonathon Campbell. He is available to assist you with any questions you have with your studies, enrolment, and getting set up from home.

Call him on 0434 854 036 or email Jonathon.campbell@swtafe.edu.au

Disability Service

The Disability Services team is here to continue to support you through your studies, developing individualised support plans targeted to your delivery modes. We can support you to explore online tutoring sessions, negotiation of reasonable adjustments, accessibility and more. Contact the team on 5564 8720 or via email disability.support@swtafe.edu.au

Customer Service

To contact any of our customer service staff try our Live Chat throughout the day via the website.



You can also ask a question via swtafe.edu.au, email mailbox.enquiries@swtafe.edu.au or phone 1300 648 911.

All of our campuses are also open with restricted access and social distancing in place.

Pathfinders Skills and Jobs Centre

The Pathfinders Skills and Jobs Centre is available to provide course and career advice. They can help if you need assistance gaining part-time work or getting your resume ready for when you graduate and hit the job market.

We can also help connect you with services across the region. Visit: swtafe.edu.au/study/pathfinders-skills-jobs-centre/

Apprenticeship Support

If you are having trouble and are looking for some answers around your apprenticeship our Apprentices Support Team is a great place to start.

Contact Apprenticeship Support Officer Lee Martin on 5564 8819 or;

Apprenticeship and Traineeship Co-ordinator Danny Deutscher on 5564 8791

Your tools for study at home

Moodle



[South West TAFE Online](#) (Moodle) is our learning management system from which you will access your courses, teaching resources, assessments, and be able to communicate with your teacher.

Studiosity - Study help, anywhere



If you need help with English, maths, science, accounting, assignment writing, or just want a study coach, then the specialist staff at Studiosity are your first port of call. You will receive written feedback, can live chat or communicate over email. It's available when you need it as it operates 24 hours a day 365 days a year.

You can use Studiosity via Connect Live or Writing Feedback.

Watch a video Introduction to Studiosity [here](#)

Connect Live 24/7 provides on-demand study help where you are able to receive support from a real person via an interactive classroom - with chat, collaborative whiteboard, and file sharing. It allows you to ask questions, send documents and have a tutor coach you through to an appropriate answer.

Writing Feedback provides written detailed feedback on assignments within 24 hours. Simply upload your work to the portal and receive detailed feedback in your inbox the next day. The tutors won't give you the answers but they will help you with structure, grammar, and English skills.

Both Connect Live and Writing Feedback are available free to students and accessed via SWTAFE Online (Moodle) using your normal SWTAFE log in details.

WebEx

The below links will help guide you through setting up Webex Teams on your computer.

<https://youtu.be/F8mHd-MYNRA>

[Getting started with WebEx Teams](#)

[How to schedule a WebEx meeting via outlook](#)

[WebEx training centre student guide](#)

[How to change views and layout on WebEx Meetings](#)

[WebEx for participants](#)

Workbooks

If you prefer to learn through workbooks discuss this possibility with your teacher and use the student-work drop off and collection points.

Need help?

If things go wrong... don't stress.

It's important to maintain good communication with your teacher. If you're having trouble let them know, ask for help and refer to our support services available (see pages 4-5).

Find out if the class is being recorded. You can then re-watch it when you're ready.

Don't forget the SWTAFE website. It has great information for students under 'Students' swtafe.edu.au

How do I submit my work?

Most of your work will be submitted through an online portal and your teacher will guide you through this process.

However, if you need to hand your work in there is a **Student work drop-off and pick-up service.**

The Skills and Jobs Centre, located in the old courthouse on Timor Street in Warrnambool, offers a tracked student drop-off and pick-up point for all work that needs to be given to teachers. This is replicated at all our regional campuses.

A **courier service** is also available between campuses once a week with overnight delivery. A day's prior warning is required.

A **replied paid Australian Post** service is also available, please contact your teacher.

Tips for studying at home

Start a new study routine

The key to success when studying from the home is to maintain a normal sense of routine.

Getting up and ready like you normally would before study will not only make you feel better, but will also make you more productive.

Make sure you use your time efficiently. Classes will try to run to your normal timetable. Your teacher will set these times and let you know what resources you need.

If you're not sure, check with your teacher PRIOR to the class beginning.

And it's important to try to avoid distractions while studying, this means your phone, the TV, pets, too many snack breaks etc. All of this will take you away from focusing on getting your study done.

Download a great playlist

Keep in mind, research has shown that to have a successful study session, you need music without lyrics. When a song contains lyrics, your brain is focusing on the words allowing you to sing along, rather than what's in front of you.

Try some of these lyric-free playlists in Spotify:

- Workday Lounge – tranquil tracks
- Intense Studying – classical music for full concentration
- Superior Study Playlist – modern instrumental tracks
- Acoustic Concentration – acoustic instrumental songs
- Study Mix – modern songs mixed into orchestra pieces

Here's a playlist for after study!

This special COVID-19 playlist was put together by your teachers and staff from SWTAFE.

https://open.spotify.com/playlist/6fdlUmWe8A3CDgR2WUJDOG?si=sZRib6pYTLSP-x1CW_8xlg (open with Google Chrome)

Juggling parenting, pets and study

Help ease the pressure of studying and being a parent all in the same space by putting some plans in place before you start studying.

Tips to help you get the most out of your studies:

- Ensure your children and pets are aware of your designated study space and what it means when you are sitting there.
- Create a timetable. It isn't just useful for your own structure but is also good for your family to understand when you are busy.
- Access your support network – virtually. Your friends, parents, teachers and grandparents are all on the other end of a screen. They can read, play games, sing, dance and talk to your children to keep them occupied
- Plan activities that don't require supervision:
 - Babies – naps/swings/bouncy chairs, videos or musical songs.
 - Toddler age and up – TV shows and online games, educational games and apps, colouring, puzzles.
 - Older kids – reading/writing stories, educational shows or movies, schooling.
 - Get the kids involved. If you need to read, they can read at the same time.
 - Reward good behaviour – thank them for not interrupting, plan a special activity with them.
- Keep pets entertained by hiding food games around the house, keep their minds engaged with puzzles or keep toys on rotation.

Take a Break

More than ever it's vital that you continue to look after yourself. Make sure you take a break and do something fun. Eating well and getting a good sleep each night will help during difficult times. Be mindful of others studying in the house. Be respectful and kind to each other.

Recommended break activities:

[Activity 1 \(YouTube\)](#) | [Activity 2 \(YouTube\)](#)

Contacts

Your area of study	Email contact
Agriculture, Horticulture, Conservation & Land Management	Mailbox.Land@swtafe.edu.au
Art and Design	BAIT@swtafe.edu.au
Automotive	Mailbox.Automotive@swtafe.edu.au
Building and Construction	Mailbox.Building@swtafe.edu.au OR chris.holloway@swtafe.edu.au
Business & Finance	BAIT@swtafe.edu.au
Civil Construction	alistair.wilby@swtafe.edu.au
Commercial Cookery	Mailbox.FoodServices@swtafe.edu.au
Community Services	Mailbox.HealthandCommunityServices@swtafe.edu.au
Early Childhood Education and Care	Mailbox.EarlyChildhoodEducationandCare@swtafe.edu.au
Education Support	Mailbox.EducationSupport@swtafe.edu.au
Electrotechnology	Mailbox.Electro@swtafe.edu.au OR ollie.moutoussamy@swtafe.edu.au
Engineering	Mailbox.Engineering@swtafe.edu.au
Hair, Beauty or Massage	Mailbox.Pure@swtafe.edu.au
Hospitality	Mailbox.FoodServices@swtafe.edu.au
Individual Support and Disability Support	Mailbox.HealthandCommunityServices@swtafe.edu.au
Information Technology	BAIT@swtafe.edu.au
Maritime	Mailbox.Maritime@swtafe.edu.au
Meat, Food Processing, Bakery and Lab Operations	Mailbox.FoodServices@swtafe.edu.au
Nursing	Contact via Moodle
Plumbing	Mailbox.Plumbing@swtafe.edu.au
Student Support	Mailbox.StudentSupport@swtafe.edu.au
Tourism	BAIT@swtafe.edu.au
Training and Assessment	tae@swtafe.edu.au
VCAL and General Education	Mailbox.FoundationandFurtherEducation@swtafe.edu.au

We're here to help

Our teachers and staff are only ever a phone call away and we encourage you to reach out and seek help if you need it.

Welcome back to your studies and we look forward to helping you on your journey to success.

VIDEO - SOME TOOLS TO HELP YOU

Paul Taylor of 'Body-Brain Performance Institute' presented at our last two SWTAFE staff conferences and has developed this short 10 min video to help our students and staff during this challenging time. [WATCH >](#)

