

CM2020/2089

Portfolio/s: Tertiary Education**ISSUE: IMPACT OF AND RESPONSE TO COVID-19 – CANBERRA INSTITUTE OF TECHNOLOGY (CIT)****Talking points:****TRANSITIONING TEACHING AND LEARNING**

- Term 2 commenced at CIT as scheduled on 28 April. CIT is confident that the various measures put in place ensure all students who wish to remain engaged in some type of learning are able to do so. However, this may not be in the format they are used to or in the course they originally enrolled in.
- Students have been advised not to attend CIT campuses, as the current COVID-19 restrictions prevent normal face-to-face activities.
- At this time teaching and learning has been reconfigured (with theory being delivered) so that some type of learning activity can continue (in nearly all courses). This may change as the theory components in Training Packages are exhausted if there is a prolonged return to an on-campus environment.
- The limited number of courses that are not continuing are in high risk areas, hair and beauty, music, construction and general non-accredited course. (Attachment A provides a list).
- Some cohorts of students and /or their employers have advised online and remote study options do not meet their needs and for this reason there are a small number of programs within courses that are not proceeding under the current COVID -19 restrictions.
- CIT's existing range of fee assistance mechanisms will continue to be made available to any students requiring them. These include fee deferral options, course credits, concessions, payment plans and refunds where appropriate.

Cleared as complete and accurate:	15/05/2020	
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Cleared for release	Yes	
Information Officer name:	Andrew Whale	

- With the support of the [REDACTED] and [REDACTED], CIT is scheduling a series of ACT industry forums over the next 4-6 weeks. These online forums will enable CIT to hear directly from industry and employers about the emerging skills and training they believe their sector will require as a result of COVID-19 to assist with their industry and business recovery. CIT will then seek to incorporate this advice into new training options for industry. The first forum will be held on 19 May.
- CIT is providing ongoing and up-to-date advice and support for all students including its international students. The International Services Unit has an emergency number that international students have been provided with that can be used for out-of-hours support.
- Planning is also underway at CIT to transition back to some face-to-face teaching and learning activities as COVID-19 restrictions are eased. This involves complex analysis of all course offerings regarding delivery practices that align with possible future COVID-19 social distancing and public gathering requirements.
- The analysis is examining the use of teaching spaces, kitchens, workshops, laboratories, corridors and common areas where staff and students move, work and congregate.
- Processes and protocols are being developed for the use of spaces and equipment and that will ensure social distancing and hygiene are paramount.
- This work, combined with feedback from industry and stakeholders, will inform when and how face to face learning can return to CIT campuses. The transition will be a staggered approach as students and staff adapt to the practicalities of a physical adaptation of COVID social distancing restrictions.
- At this point the evaluation is ongoing, and a specific timeframe for the return to study on campus and how student life on campus will look has not yet been determined.

The key principles behind CIT's planning are the education and training needs of student's matched with the need to protect students, staff and the broader community. CIT continues to work closely with the ACT Government and Health authorities in developing our planning.

PHYSICAL FACILITIES CLOSED

- CIT's campuses remain physically closed. CIT remains open, by phone, online and in limited physical capacity for staff at both Bruce and Reid campuses. These closures will be in place until COVID-19 restrictions are eased further.

CIT'S WORKFORCE

- All of CIT's workforce are now working from home with limited staff attending the Reid and Bruce Campuses sporadically to manage response to COVID-19 and some normal business. These staff adhere to strict social distancing and hygiene protocols.
- These changes are line with the ACT Government's direction for staff to work from home where possible and reduce unnecessary travel.

Key Information

TRANSITIONING TEACHING AND LEARNING

- CIT's capacity and capability to transition to an increased online presence is varied across the organisation. In some subject areas online learning is not a viable long term solution given the applied application and practical nature of VET.
- Training Package curriculum, led by industry, has stringent requirements regarding demonstration of competence particularly in areas where services are provided to vulnerable groups or to protect the safety of workers.
- Many Training Packages also require students to have access to simulated work environments to demonstrate competence prior to being able to enter the workplace..
- Support services are available for all students, either via phone or online.
 - Students have been encouraged to stay engaged with learning and their teachers.

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- CIT Student Services is available to answer general queries and provide fee assistance and advice.
- CIT Student Support is providing guidance and referrals including counselling and support services which are free for all students.
- And the CIT Student Association is available to provide support to all students.

CIT DIGITAL DELIVERY – ADOBE CONNECT ISSUE

- CIT uses various digital tools to support online delivery of education and training, including Adobe connect. CIT teachers and students experienced intermittent outages of the Adobe platform in the first couple of weeks of term 2 due to issues related to the increase usage and the demands of online course delivery.
- Alternative tools have been used to assist with the problems and support has been provided to CIT teaching staff. As of week three the vendor and Shared Services ICT implemented some changes to the system which appears to have stabilised the tool. The system continues to be monitored and the implementation of an upgraded version of the platform hosted in the cloud is underway which will provide a long term solution.

Background Information

- CIT activated its Business Continuity Plan on 17 March and have used it to provide a framework of management and responses to the ever evolving challenges.
- With the immediate risk of COVID-19 contained, and economies moving into recovery it is clear that unemployment rates are higher, a portion of businesses closed and in some part a new economy is emerging. CIT is needed to respond across the breadth of these changes. This will be a period of increased demand for skills as workers transition to new jobs and upskill or reskill to be competitive in the workforce as job seeker numbers increase.
- In the short term there is a potential economic impact on CIT's revenue base. Approximately 30% of CIT's revenue base (\$32M in 2019) is from student fees, international student fees and contestable revenue sources. At biggest risk is CIT's annual international student revenue of approximately \$9M. If the ban on international flights continues for an extended period the 2020 semester 2 and the 2021 revenue would be dramatically reduced. Additionally, if the current social distancing rules remained in place beyond term 2, CIT's contestable revenue may also continue to decline.

- CIT Solutions is a wholly owned subsidiary of CIT, however its unique corporate governance and structure makes it ineligible for accessing any of the Australian Government COVID-19 stimulus support, and given the dramatic impact of the pandemic on the company's revenue, its short to medium financial viability is at risk. CIT is working with CIT Solutions and the ACT Government on options to help ensure the job security of the CIT Solutions workforce as well as to maintain its viability.
- CIT's cash balance is being closely monitored and remains at a sufficient level to ensure the timely meeting of payments as they fall due. CIT and the CIT Board will continue to closely monitor the impacts of the COVID 19 situation on revenue and CIT's overall financial position.

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Attachment A - CIT Courses unable to continue in an online/remote environment

Construction and Safety <ul style="list-style-type: none"> • First aid • High Risk – Licence Courses (forklift, elevated work platform, hoists, dogging, rigging, scaffolding, cranes, work safely at height, GWO training including basic technical and safety training) • Asbestos - Working Safely with Asbestos Containing Material, Supervising Asbestos Removal, Removal of non- Friable Asbestos • Construction – Understanding the BCA, Estimating for Builders Basics, Introduction to Construction Planning • Post trade plumbing units of competency
Hair and Beauty <ul style="list-style-type: none"> • Advanced Barbering • Beauty – Personal Make-up Style Workshop, Henna Brow tattoo Masterclass, Eyelash Lift Masterclass, Professional Manicure and Pedicure Services
Music <ul style="list-style-type: none"> • Music Industry Bridging Course • Club DJ Short Course
General – non accredited <ul style="list-style-type: none"> • Prepare to perform the role of a Justice of the Peace • Land Rent training sessions

- Some additional courses are not continuing for particular cohorts of students whose ability to successfully complete is reduced in a remote/online environment.
- Some additional courses being held for particular cohorts of employees of government department and commercial enterprises are on hold at the request of the employer.