

## Online Safety & Digital Learning Requirements

*S2C Training (RTO ID 45605)*

**In plain terms:** This page explains what you need to take part in online and blended learning at S2C Training, the technology requirements, how to stay safe online, and how we expect everyone to behave in digital learning spaces.

### How we deliver training

S2C Training delivers learning through a mix of:

- Self-paced learning through our Learning Management System (LMS).
- Live online sessions run via Microsoft Teams, Zoom or Google Meet (your facilitator chooses the platform and sends you a link).
- Workplace-based and campus-based training and assessment, depending on your course.

S2C Training provides access to learning materials, the LMS, and trainer support throughout your course.

### Resources and technical requirements

To take part, you'll need access to:

- A computer or laptop with a webcam and microphone.
- A reliable internet connection.
- A current web browser.
- A PDF reader (such as Adobe Acrobat Reader).
- Office productivity software, such as Microsoft 365 or Google Workspace.

These requirements apply whether your training is online, in the workplace, or on campus. Online tutorials, virtual meetings and assessment activities may form part of your learning experience and need suitable audio and video capabilities.

**For workplace-based training and assessment:** You may need access to

workplace resources, equipment, documentation and personnel relevant to your role. Employer permission may be required where workplace evidence is being collected.

**For campus-based delivery:** S2C Training will provide access to training facilities, learning resources, equipment, and simulated environments where required to support your training and assessment.

### Live sessions, camera and attendance

- Live online sessions are part of many courses. You'll be required to have a working camera and microphone for these.
- Attendance at live sessions is recorded.
- Some sessions may be recorded, as recordings can form part of your assessment evidence. Where a session is being recorded, this will be disclosed to you. Your personal information is handled in line with S2C Training's Privacy Policy.

### Protecting your account

Your LMS and aXcelerate student portal account is personal to you. To keep it secure:

- Keep your login details and password confidential, and don't share your account with anyone.
- Two-factor authentication (2FA) is required on the aXcelerate portal - you'll confirm your identity with a one-time code when logging in.
- Log out when you're finished, especially on shared or public devices.
- Contact Student Support straight away if you think someone else has accessed your account or you're having login or access problems.

### How we expect you to behave online

Our digital learning spaces should be safe, respectful and productive for everyone. When taking part in live sessions, the LMS, and other online activities, you're expected to:

- Treat trainers, staff and other students with respect and courtesy at all times.
- Use appropriate, professional language and conduct yourself as you would in a face-to-face classroom.
- Be suitably presented and in an appropriate environment when your camera is on during live sessions.

- Not record, screenshot or share sessions, or other students' personal information, without permission.
- Not behave in any way that is disruptive, harassing, discriminatory or offensive.

S2C Training may follow up any conduct that breaches these expectations.

### Using S2C systems and materials appropriately

- S2C Training's systems, LMS access and learning materials are provided for your own study while you're enrolled.
- Don't copy, share or redistribute course materials to people outside your course.
- Don't use S2C Training's systems for anything unlawful, or in a way that disrupts other students or the service.

### Online assessment

Some of your assessment may be completed online. You're expected to do your own work and meet the requirements set out in your assessment information. For full details, see S2C Training's Assessment Policy and AI Policy.

### Need help?

If you have trouble logging in, lose connection during a session, or have any issue with the LMS or your online learning, contact Student Support:

**Email:** [info@s2c.edu.au](mailto:info@s2c.edu.au)

**Phone:** (07) 3555 7703

*For more information, please contact student support by emailing **[info@s2c.edu.au](mailto:info@s2c.edu.au)***