

Year 11 & 12 Student Induction Program Expectations



What is the CapSDE Student Induction Program?

The Capricornia School of Distance Education induction program for seniors is a 2-day course that students **must fully complete** before beginning their set timetabled classes. During these 2 days, students will attend some online lessons on both days and complete set activities during their offline time during the school day (9am to 3pm). These 5 days prepare students to be more confident in the use of the required technology-based skills needed for online. The new student also learns about CapSDE and our key values and expectations.

The program will follow the following timetable each day during **the 2-day course**.

	Tuesday	Wednesday
9am–10:00am	Online Teams Guided Session 1	Online Teams Guided Session 3
10:15am – 11:30am	Online Teams Guided Session 2	Online Teams Guided Session 4
12:10pm – 1:20pm	Induction course work Independent 1	Online Teams Guided Session 5
1:50pm – 3:00pm	Induction course work Independent 2	Induction course work Independent 3

What is expected of the student during this program?

- The student attends the 5 online sessions over the 2 days
- The student completes the full 2-day course
- The student completes the set activities during independent time
- The student seeks assistance at any point when needed

What is expected of the Home Tutor during this program?

- The Home Tutor has set their student up with all required equipment and materials
- The Home Tutor should be available and ready to assist over the 2 days of the course
- The Home Tutor is available to take phone calls from the induction teacher during the 2 days
- **The Home Tutor must attend a Teams Home Tutor Induction Session** on Wednesday from 2- 3pm of their student's induction week. (this time can be shifted with extreme exceptions)

Why is this so important?

We want every senior student at CapSDE to have the best opportunity to succeed in their education in an online learning environment. To do this they need some key skills and by taking the time to do the full 2-day induction program, it equips them and builds their confidence to have a better start at CapSDE.

What happens if they don't complete the program?

If a student misses a day of the 2-day course, they will be moved into the course for the following week to complete the missed day. A student cannot begin their normal classes until they have completed the 2-day course.