

Important Advice and Information for CTEC Students Regarding Coronavirus (Covid 19)

Updated 31st March 2020

To all our learners, tutors, staff and clients –

In line with the latest Government advice, the CTEC training centre will remain closed to the public. Many of our ongoing courses are now being delivered online using our virtual learning environment Moodle, Zoom Meetings, as well as email and phone support. No new courses will start until these difficult times are behind us. All our staff and tutors are still on hand and working hard from home to support our learners.

Well done to all our learners who have managed the transition from the classroom to elearning so brilliantly!

In some instances it is not possible to continue delivering courses online – for example in situations where learners have poor internet access. Where courses are not delivered online, CTEC will contact all learners to advise them of the situation and these courses will be rescheduled as a matter of priority as soon as we are advised by the Government that we can reopen the centre.

During this challenging time, we wish all our learners, tutors, their families, friends and the wider community health and safety and look forward to happier times when we can welcome you back to CTEC.

CTEC Management



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CTEC Updated Course Schedule

Please note that where courses need to be rescheduled, CTEC will contact learners directly by text message regarding new course dates.

Course Name	Details
QQI Level 5 National Certificate in Health Service Skills 5M3782 Modules	
QQI level 5 Palliative Care Support 5N3769	The remainder of the course will be delivered when CTEC reopens.
QQI level 5 Infection Prevention & Control 5N3734	This course scheduled to begin on 25 th March has been postponed and will be rescheduled for a later date
MAPA® Management of Actual or Potential Aggression	This course scheduled for 30 th March has been postponed and will be rescheduled for a later date
QQI Level 5 & Level 6 Business Modules & ECDL	
ECDL	
QQI level 5 Bookkeeping: Manual & Comput. 5N1354	This course scheduled to begin 24 th March has been postponed and will be rescheduled for a later date
QQI level 5 Payroll: Manual & Comput. 5N1546	This course scheduled to begin 24 th March has been postponed and will be rescheduled for a later date
QQI Level 5 General Learning Modules	
QQI level 5 Communications 5N0690	The remainder of the course will be delivered when CTEC reopens.
QQI Level 5 National Certificate Early Childhood Care & Education 5M2009	
QQI level 5 Child Development 5N1764	The remainder of the course will be delivered when CTEC reopens.
QQI level 5 Creative Arts for Childcare 5N1769	This course has been cancelled and will be rescheduled for a later date.
QQI Level 6 National Certificate Early Childhood Care & Education 6M2007	
QQI level 6 Special Needs Assisting 6N1957 Tuesday evening class	The remainder of the course will be delivered when CTEC reopens.
QQI level 6 Special Needs Assisting 6N1957 Wednesday evening class	The last two classes will be delivered online via Moodle.
QQI level 6 Arts & Culture (Montessori) 6N1936	The remainder of the course will be delivered when CTEC reopens.
QQI Level 6 Special Purpose Award in Training & Development 6S3372, & Accounting Technician Ireland (ATI)	
QQI level 6 Special Purpose Award in Training & Development 6S3372	This course will continue as per the course schedule on Moodle and with the aid of email and online tutor support.
PEIL Childcare & Healthcare Courses	This course will continue as per the course schedule on Moodle and with the aid of email and online tutor support.
PEIL Enterprise Programmes	The course coordinator will contact learners regarding delivery of this programme as well as one to one mentoring sessions.
Digital Skills Training Courses	Digital Skills courses both at CTEC and in Wexford, Gorey and Enniscorthy libraries have been postponed. We will contact learners with new course dates.

How to protect yourself from novel coronavirus 2019-nCoV

- Wash your hands often with soap and water or use an alcohol based hand rub if hand washing is not available
- If you are coughing or sneezing, cover your mouth and nose with a tissue. Throw the used tissue away into a closed bin, and wash your hands. If you don't have a tissue, cough or sneeze into your flexed (bent) elbow.
- Avoid close contact with anyone who you know has cold or flu symptoms.
- Check the travel advisories from the Department of Foreign Affairs prior to arranging travel abroad.
- Face masks for the general public, students, staff or host families are not recommended to protect from infection, as there is no evidence of benefit from their use outside healthcare environments.



**Protect yourself and others
from getting sick**

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty

HAC0108 RESIST 116 and Hygiene Poster. Provided on www.hse.ie/handhygiene.ie

RESIST www.hse.ie/handhygiene

HE **hpsc**

The poster features an illustration of hands being washed under a running faucet. The background is orange, and the text is in white and dark red. The 'RESIST' logo is a red pill-shaped icon with the word 'RESIST' inside. The HSE and HPSHC logos are at the bottom right.

Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

The Facts

Most at Risk

- Anyone who has been to an affected region in the last 14 days **AND** is experiencing symptoms
- Anyone who has been in close contact with a confirmed or probable case of COVID-19 (Coronavirus) in the last 14 days **AND** is experiencing symptoms

Prevention



Wash

your hands well and often to avoid contamination



Cover

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



Avoid

touching eyes, nose, or mouth with unwashed hands



Clean

and disinfect frequently touched objects and surfaces

Symptoms

> A Cough > Shortness of Breath > Breathing Difficulties > Fever (High Temperature)

Affected Regions

Check the list of affected regions on www.hse.ie

What to do if you are at risk

I've been to an affected region in the last 14 days and

I **HAVE** symptoms

1. Stay away from other people
2. Phone your GP without delay
3. If you do not have a GP
Phone 112 or 999

I **DO NOT HAVE** symptoms

For advice visit www.hse.ie

I've been in close contact with a confirmed or probable case of COVID-19 (Coronavirus) in the last 14 days and

I **HAVE** symptoms

1. Stay away from other people
2. Phone your GP without delay
3. If you do not have a GP
Phone 112 or 999

I **DO NOT HAVE** symptoms

For advice visit www.hse.ie

For Daily Updates Visit

www.gov.ie/health-covid-19
www.hse.ie

Ireland is operating a containment strategy in line with WHO and ECDC advice



Rialtas na hÉireann
Government of Ireland

Get accurate and up to date advice on Coronavirus from the HSE website:

<https://www2.hse.ie/conditions/coronavirus/coronavirus.html>

Specific Advice for CTEC Students

Keeping in Touch

CTEC will contact you as soon as possible by text message to inform you of any changes to training courses. Please ensure that we have your up to date mobile phone number. You should call Jane on 053-9121036 as soon as possible if you need to update your contact details.

CTEC will put up all pertinent notices regarding changes to classes and centre opening hours on our Facebook page – www.facebook.com/ctecwexford. Please check the Facebook page regularly to keep up to date with any changes.

Please note that emails and phone messages will be checked daily even in the event that the training centre is closed.

CTEC Emergency Contact Details

You can contact CTEC on **053 9121036**. You can also leave messages on our answering service and we will return all calls as soon as possible. For general enquiries please email info@ctecwexford.ie.

You can use the following email addresses to contact centre manager Patricia Howlin and Training Manager Rachel Tucker directly.

- Patricia.Howlin@ctecwexford.ie
- Rachel.Tucker@ctecwexford.ie

For emergencies only, please use the following contact numbers:

- Patricia Howlin Phone: 086 3570642
- Rachel Tucker Phone: 086 8557125

Work Experience – all students

Work placement for all learners at CTEC has been cancelled. Please don't worry if you cannot access your work placement at this time. In the coming months as the situation regarding the coronavirus outbreak improves, learners will be able to finish their work placement requirement and CTEC will facilitate all requests for extensions to complete work placement hours that have been delayed due to the coronavirus.

CTEC Classes

As the centre is now closed to the public, where possible, classes will be delivered using our Virtual Learning Environment – Moodle and through Zoom meetings. All learners will be able to access course notes and resources on Moodle and you will also have contact with your tutor by email or via the live chat facility on Moodle. Learners will need to have access to the Internet to avail of these sessions as well as access to a laptop/PC, tablet or smartphone. Please note that due to this ongoing situation, all classes at the centre have been cancelled and no future classes will go ahead at present.

CTEC will review all assessment submission dates and apply an appropriate extension where learners have been unable to submit assessment work by the assessment deadline due to the coronavirus.

CTEC Contingency Plan for Continuation of Classes due to closure of centre as a result of COVID - 19.

CTEC will adhere to the most up to date guidelines issued by the Department of Education on the COVID-19

CTEC will also adhere to HSE Protection Surveillance Centre – Guidance for non-clinical settings (Updated 3rd March 2020)

Specific Plan for QQI students

As all face to face classes have now been cancelled the following plan will come into effect.

- All current QQI students will be set up with a MOODLE account
- CTEC Training Manager will contact the tutor responsible for each specific class to ensure that all class materials are up on Moodle two days prior to the class session.
- Students will be informed by CTEC via announcement on Moodle which will generate an email to that class that the materials for their next class will be on Moodle two days prior to the class session. Class resources links to websites, reading materials etc. will also be on Moodle
- Tutors will use Moodle to engage in real time chat with small groups of students (usually groups of 4). This gives CTEC a record of all learner chat which can be viewed later by tutor and students.
- Students are expected to read through all notes, PowerPoint presentations etc. and be ready to participate in a question and answer session (live chat), discussions etc. regarding content for this session.
- CTEC will use Zoom software to deliver classes online to learners on courses leading to a QQI award. All students will be sent a link via Moodle announcements (email facility) to sign into a Zoom meeting for the class which is delivered at the same time that the centre based class would normally be held.
- The Tutor for that class will then conduct the lecture via Zoom and engage in discussion, Q & A etc.
- All tutors have been instructed to maintain attendance records for students present at the Zoom meeting.
- Moodle also automatically tracks and records learner engagement with the programme
- Students can submit assessment work to tutors via email
- Tutors will contact students via email to provide them with feedback on their work.
- Dates for submission of Assessment work will be given to students allowing for the difficulties some may have in working from home etc. Students will be required to email completed portfolios together with declarations of authenticity to the relevant tutors for correction.

- Students who are unable to meet these submission dates will be granted reasonable extensions if requested and will be allowed to submit work for later certification period
- In the event that the lockdown continues past middle of May and where feasible we may have to consider allowing students to complete some of their skills demonstrations via Zoom at all time safeguarding the integrity of the assessment process
- Assessments carried out via Zoom will be recorded and stored for External Authenticator verification
- Where students are unable to complete courses by elearning due to weak internet signal or lack of IT skills, these students will be facilitated on the next face to face course being delivered when CTEC re-opens.