




March 25th, 2020





Planning for the April Term

Good afternoon,


It is our intent to be in regular communication with all our students to ensure you remain well informed and engaged with both learning, once classes are up and running, and your life as a student at QRC.


 **Logistics:** It has been a busy week for the operational and academic staff here at college as we plan and make the necessary adaptations to normal procedures which will enable us to effectively adjust to the four-week lockdown period. It has been our intent from the beginning to proactively continue providing an education in order to maintain learning outcomes and pathways. As previously mentioned, when the Tourism and Hospitality sector moves into the recovery phase, skilled QRC graduates will be an important part of the revival team. Education is a great place to be right now.

Online classes will commence from Monday 6th April and the **schedule for these will be communicated by the academic team to each term group**. The delivery of course content will take a variety of forms including:

-  PowerPoint presentations
-  Chat Forums
-  Tutor led discussions
-  Live classes

A combination of platforms such as zoom, social media and email will be used throughout the first few weeks of term. All teaching staff are working and available to assist you with your remote learning. It is important that you familiarise yourself with each of your papers and the tutor in charge of delivering the content. If you have any queries or questions related to your class or learning, please communicate with the tutor directly via email who will be able to assist. We will issue a directory of staff emails prior to the start of term.

 **Requirements:** A link to the Student Online Capability Survey was sent on Monday assisting us to evaluate the ease with which we will be able to roll-out online classes to the entire student body. Thank you very much to those who have completed this to date. If you are yet to do so, please find the link [HERE](#) and if you could complete the survey at you very earliest convenience it would be much appreciated.



 **Onboarding:** We are one week away from the beginning of orientation and through a variety of mediums, be it email, social or digital media we are looking forward to welcoming you into the QRC community. You will over the course of the next week be receiving important information such as your student handbook, enrolment forms & IT logins, including to your QRC student email. In order to stay connected and in

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touch with communications please make sure you check your current email address regularly throughout the course of the day

-  **Accommodation:** We are currently finalising a rent relief package for students who have agreements in place with QRC managed accommodation but are not able to take up occupancy due to the lockdown. We will need to charge a retaining portion of rent but are working to reduce this as much as operationally viable. Further details around this will be communicated to affected students shortly. If you have a commitment to a private tenancy agreement and your ability to meet rental payments are affected by the national lockdown, please talk to your landlord or letting agency in the first instance. These are exceptional times and measures have been put in place by the government which may afford some relief from usual financial responsibility.
-  **Business as un-usual:** While campus operations are not running, all staff are still working. It is important that you take charge not only of your learning during this time but also the wider impact that the impending restrictions have on your perspective and wellbeing. We are here to help and welcome your questions and communication so that we can best support you through this period.

We hope this information is helpful to you but of course if you feel we have missed anything pertinent then just be in touch and we will work to address this. QRC also understands that parents & whanau like to stay informed at times like this so please utilise the COVID dedicated section of the website to seek new and relevant information at any time.

Finally, please adhere to the request of the government. This is all about the 'we' and not about the 'me'. There will be challenging times for some over the weeks to come but we are required to step up as the best version of ourselves. Remain in your bubble unless it is essential to step out of it.

Kind regards

A handwritten signature in grey ink that reads 'Lynsey Bullock'.

Lynsey Bullock
Student Services Manager