

# TERTIARY EDUCATION SETTINGS CORONAVIRUS (COVID-19) – FREQUENTLY ASKED QUESTIONS

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This fact sheet is for all Victorian tertiary education providers, including Learn Locals, TAFEs, registered training organisations and universities (collectively “training providers”).

The information in this document is current as of the date of publication.

Tertiary education providers should familiarise themselves with [Victoria’s Roadmap](#), and continue to monitor information as it becomes available via the [Department of Health \(DH\)](#) website. Please refer to the latest information to ensure the most accurate advice.

## Can staff members and students attend training providers’ premises?

In line with the [Open Premises Directions](#), training providers in Victoria may open for the delivery of training and assessment if staff and students meet the requirements outlined below. There are no density limits in place.

### Students

Students may attend a training organisation to participate in learning and assessment if they can verify they are:

- fully vaccinated; or
- partially vaccinated and are an apprentice or trainee in employment, or a student undertaking placement, at a [Specified Facility](#) where that facility has a later timeline for full dose vaccinations; or
- under the age of 16 or medically exempt from vaccination; or
- undertaking secondary school subjects; or
- required to participate in hands-on, skills-based learning/assessments which cannot be conducted remotely.

Students who cannot verify they meet the requirements are not permitted to participate in onsite learning or assessment.

To the extent possible, all training providers should continue to ensure that students

who are unable to attend onsite have access to digital and remote learning classrooms and materials to enable learning from home.

### Staff members

To continue working on-site, from Friday 29 October 2021 all workers (paid or voluntary) in higher education, TAFE, and training and adult education must provide evidence that they:

- are fully vaccinated; or
- are partially vaccinated and have evidence of a booking for their second dose COVID-19 vaccine by 26 November 2021; or
- are vaccinated in line with the requirements for the [Specific Facilities](#) at which they work; or
- are medically exempt from vaccination.

Exceptions to this requirement are currently in place for workers (paid or voluntary):

- providing higher education services that cannot be conducted remotely; or
- involved in the provision of secondary school subjects.

From 26 November 2021, to work on-site all workers at a training provider must be able to provide evidence to their employer that they have received a second dose and

are fully vaccinated, unless a medical exemption applies.

All staff, students and other site visitors must continue to check-in each visit using the [QR code system](#).

Should a training provider choose to impose tighter restrictions than the requirements listed above, they must seek independent advice.

### **How can someone show evidence of vaccination or exemption?**

Evidence of a person's vaccination can include:

- their [COVID-19 digital certificate](#) which shows proof of only their COVID-19 vaccinations that they can add to a digital wallet
- their [immunisation history statement](#) which lists their COVID-19 vaccinations and all other vaccinations
- a [foreign vaccination certificate](#) if a person was vaccinated in another country
- an [Australian Immunisation Register immunisation medical exemption form](#) that is completed and signed by a medical practitioner.

Those who produced a medical certificate or signed letter from a GP as evidence prior to 12 November 2021 will need to reverify their exemption using the correct [form](#).

For more information on proof of vaccinations, visit: [Services Australia](#)

Further general information can be found by visiting: [Information for workers required be vaccinated](#).

To support your organisation communicate the requirement to verify vaccination status, many signs and posters are available [here](#).

### **Do we have to retain a copy of a person's vaccination status?**

Training providers must take all reasonable steps to assure themselves of the

vaccination status of anyone attending on-site where required.

### **Students and other site visitors**

Training providers may implement a system (for example, as part of enrolment) where a student (or other regular visitor to the site) can provide evidence once only that they are fully vaccinated (or exempt) to the operator, who is then required to retain a record of the vaccination status in line with the [Open Premises Directions](#).

Alternatively, students and other site visitors may show evidence they are fully vaccinated each time they enter the site.

### **Staff**

In line with the [Mandatory Vaccination \(Workers\) Directions](#), employers must retain a record of the workers vaccination status.

### **Are face masks required for training and/or assessment?**

Effective 19 November 2021, [masks are not required](#) by training provider staff or students, except for [high-risk settings](#) such as hospitals or care facilities, meat processing, or public hospitality venues.

### **What happens if there was a diagnosed person onsite?**

If the training provider is advised that a person with a confirmed diagnosis of COVID-19 attended an indoor space of their premises during their infectious period, the provider must take reasonable steps to notify relevant employees, students, or other patrons that they may have been exposed to COVID-19 if they were onsite at the time of the diagnosed person.

If these persons confirm they were in the same indoor space at the time of the diagnosed person, they are considered an 'workplace' or 'education' contact.

The training provider must advise workplace and/or education contacts to:

- self-quarantine immediately from the time they were notified of exposure to a diagnosed person; and
- complete a polymerase chain reaction (PCR) test within 24 hours of being notified; and
- notify the provider of their test results.

The training provider must then record and store:

- a list of persons notified that they may have been a workplace/education contact; and
- the PCR test result of each contact.

Refer to [this checklist](#) for a simple guide on action required by anyone diagnosed with COVID-19, or by anyone exposed to a person diagnosed with COVID-19.

### **When can a workplace/education contact, household contact or diagnosed person resume attendance onsite?**

#### **Workplace/education contact**

A workplace/education contact who:

- was exposed to a diagnosed person onsite; and
- is not residing at the same premises as a diagnosed person who is self-isolating,

may resume onsite attendance at a training provider after acquiring a negative PCR test result following notification that they were a workplace/education contact.

It is strongly recommended that a workplace/education contact undertakes a rapid antigen test (RAT) for 5 days following their negative PRC result before attending onsite each day.

It is at the training provider's discretion to verify the result of any RAT taken by a workplace or education contact and permit attendance onsite thereafter.

#### **Household contact**

Where a person:

- has spent more than four hours at a private residence, accommodation premises or care facility whilst a

diagnosed person was present during their infectious period; or

- was present at an outbreak as declared by the Chief Health Officer or other authorised person,

they are considered a household contact and must notify their worksite and/or training provider that they are a close contact.

Household contacts who are fully vaccinated must self-quarantine for 7 days following exposure. Household contacts who are not fully vaccinated must self-quarantine for 14 days.

Household contacts are not permitted to return onsite until the conclusion of their self-quarantine period and a negative result of required PCR tests.

However, during their self-quarantine period, a household contact may sit any exam relating to their senior secondary certificate.

#### **Diagnosed person**

A person diagnosed with COVID-19 must:

- notify their employer and/or training provider of their positive diagnosis; and
- not resume onsite attendance for any reason until the conclusion of their required self-isolation period as detailed in the [Diagnosed Persons and Close Contacts Directions](#).

### **When visiting a student at a workplace, or when using another site's venue to facilitate our training, which QR Code should be used by our staff and students:**

- the QR Code attributed to own organisation; or
- the QR Code of the site being attended?

[QR Codes](#) represent a specific physical site. Training providers with multiple buildings may find benefit in having a different QR code for each building. Assuring check-in via a QR Code is the

responsibility of the operator of the site or organiser of the venue.

For example, when visiting a construction apprentice at their workplace, training provider staff and students must each check-in using the QR Code for that specific workplace (e.g. the construction site).

However, if your organisation is hiring a venue to facilitate training, your organisation is responsible for assuring check-in at that venue.

### **What are the arrangements for students and staff in Victorian border communities?**

#### **Victorian Residents**

Students and staff who live in Victorian border communities and are enrolled in or work in a TAFE, university or training provider in a bordering state will be able to attend on site if permitted by that State, and in accordance with any relevant travel permits.

#### **NSW and SA Residents**

Students from cross-border communities who reside in NSW or SA but attend a Victorian TAFE, training organisation or university can study on-site in line with the conditions of Clause 8 of the [Border Crossing Permit Directions](#).

Please refer to the [Information for cross-border communities](#) for an updated list of permitted LGAs as this information may have changed.

Please also visit the relevant State's government websites for information relating to current restrictions.

### **What are the requirements of a COVIDSafe Plan?**

A [COVIDSafe Plan](#) for your workplace must demonstrate:

- your actions to help prevent the introduction of COVID-19 to your workplace

- the type of face mask or personal protective equipment (PPE) required for your workforce
- how you will prepare for, and respond to, a suspected or confirmed case of COVID-19 in your workplace
- how you will meet all the requirements set out by the Victorian Government, noting some organisations must meet industry-specific requirements.

COVIDSafe Plans should be reviewed regularly to ensure alignment with current public health advice. An organisation must have a COVIDSafe Plan in place for each worksite.

### **Are there resources available to display in my organisation to support the COVIDSafe reopening?**

A variety of signs, posters and templates are available [here](#).

## USEFUL LINKS

<https://www.coronavirus.vic.gov.au/>  
<https://www.coronavirus.vic.gov.au/victorias-roadmap>  
<https://www.coronavirus.vic.gov.au/how-we-work-current-restrictions>  
<https://www.coronavirus.vic.gov.au/vaccine>  
<https://www.coronavirus.vic.gov.au/book-your-vaccine-appointment>  
<https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask>  
<https://www.coronavirus.vic.gov.au/information-workers-required-be-vaccinated>  
<https://www.coronavirus.vic.gov.au/rapid-antigen-self-tests>  
<https://www.coronavirus.vic.gov.au/information-cross-border-communities>  
<https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing>  
<https://www.coronavirus.vic.gov.au/mental-health-hygiene-and-wellbeing-tafe>  
<https://www.coronavirus.vic.gov.au/tafe-training-providers-apprentices-and-trainees>  
<https://www.coronavirus.vic.gov.au/education-and-training-sector-guidance#frequently-asked-questions>  
<https://www.coronavirus.vic.gov.au/signs-posters-and-templates>  
<https://www.servicesaustralia.gov.au/individuals/subjects/getting-help-during-coronavirus-covid-19/covid-19-vaccinations/what-types-proof-there-are/covid-19-digital-certificate-proof>  
<https://www.servicesaustralia.gov.au/individuals/subjects/getting-help-during-coronavirus-covid-19/covid-19-vaccinations/what-types-proof-there-are/immunisation-history-statement-proof>  
<https://www.health.vic.gov.au/covid-19/directions-issued-by-victorias-chief-health-officer>  
<https://www.health.vic.gov.au/sites/default/files/2021-11/open-premises-directions-no-5-pdf.pdf>  
<https://www.health.vic.gov.au/sites/default/files/2021-11/open-premises-directions-no-5-pdf.pdf>  
<https://www.health.vic.gov.au/sites/default/files/2021-11/covid-19-mandatory-vaccination-specified-facilities-directions-no-13-pdf.pdf>  
<https://www.health.vic.gov.au/sites/default/files/2021-11/diagnosed-persons-and-close-contacts-directions-no-34-pdf.pdf>  
<https://www.dhhs.vic.gov.au/sites/default/files/documents/202110/Victorian%20Border%20Crossinq%20Permit%20Directions%20%28No%2035%29.pdf>  
<https://www.dhhs.vic.gov.au/health-service-planning-covid-19>  
<https://www.passports.gov.au/guidance-foreign-vaccination-certificates>  
<https://www.vrqa.vic.gov.au/aboutus/Pages/covid-19info.aspx>  
<https://www.asqa.gov.au/covid-19>  
<https://www.education.vic.gov.au/training/Pages/coronavirus-advice-tafe.aspx>  
<https://www.business.vic.gov.au/business-information/covid-19-business-information>

For further enquiries or support relating to apprenticeships, please email:  
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