Each TVET student enrolling through OTEN is assigned to a coordinating teacher at OTEN who is their contact person for the duration of their course. In addition, a person from the student’s base school is nominated as the school supervisor for each TVET student studying through OTEN. The OTEN teacher establishes and maintains contact with the school and nominated school supervisor. An additional teacher may be assigned for the teaching and marking of assignments and tests for particular modules. Together, these should ensure optimum learning outcomes for the student.

The responsibilities of the coordinating teacher at OTEN:

The OTEN coordinating teacher will:

• provide the student with a study program for the duration of the course, including an assessment schedule that details when each assignment is due
• liaise with Educational Planning and Distribution at OTEN to ensure that the student receives their distance learning materials in a timely manner
• encourage the student to apply themselves with diligence and sustained effort
• ensure one-to-one teaching and appropriate and timely feedback to the student regarding their assignments
• oversee / mark the student’s assessment tasks, tests and examinations
• establish and maintain regular contact with the student, in particular via telephone calls
• liaise regularly with the TVET school supervisor at the student’s base school
• report on the student’s progress, as required by the student’s base school and the Board of Studies
• coordinate the student’s work placement, where a work placement is a mandatory requirement of the course
• maintain the administrative paperwork associated with the student’s course.
The responsibilities of the student’s base school:

It is the responsibility of the student's base school to:

• nominate a school staff member to be the student’s TVET supervisor for the duration of the course
• ensure that the student has access to facilities and resources necessary to undertake studies by distance education - eg telephone, computer, internet access, study space
• provide the student with time on their timetable for their TVET course equivalent to that spent at school for their other HSC studies
• provide a suitable study / work area in which the student can work on their TVET course during the school day
• provide an appropriate space for the student to undertake examinations or other assessment tasks required to successfully complete the course
• support the student by conducting examinations, as required, held on the dates and at the times specified by OTEN and under strict supervision
• encourage the student to apply themselves with diligence and sustained effort.

The responsibilities of the supervisor at the student’s base school:

The base school supervisor will:

• liaise with the OTEN teacher on a regular basis (at least once per month), to monitor the student’s progress
• assist the TVET teacher to visit the student at least twice at the base school during the course
• take an interest in the student’s TVET studies and progress
• act as a conduit between the student’s base school and the OTEN teacher regarding the communication of any relevant information
• maintain a record of copies of relevant administrative paperwork associated with the student’s course and progress
• arrange for the availability of an appropriate space for the student to undertake assessment tasks, including examinations where relevant, required to successfully complete the course
• arrange for the supervision and administration of tests / examinations.