Winston College of London

External Reference Points

As far as possible, this policy references and reflects the good practice guidelines from the Office of Independent Adjudicators.

Internal References

- Admissions Policy
- Assessment Policy
- Attendance, Retention and Support Policy
- Academic Misconduct Policy and Procedures
- Appeals Policy

Winston College of London

Contents

Distance/blended learning Policy

Winston College of London

WCOL Digital Learning (Distance/Blended and Online Learning) Policy

Winston College of London

Winston College of London (WCOL) Digital Learning (distance/blended and online learning) Policy

Policy Statement

This policy establishes the expectations for Digital Learning delivered by Winston College of London (WCOL).

Audience

This policy is to inform prospective students, current students, parent/carers or employers of expectations for all relevant parties when studying either online, blended or distance learning courses.

Purpose

To ensure a high-quality learning experience for Distance Learning, Blended learning or Online learning students; and

To make clear the responsibilities of various parties in the design, development and delivery of Distance/Blended/Online Learning courses.

Definitions

Distance Learning

- Students are not required to meet tutors or other students; studying autonomously

- Students are engaged in academic study through structured activities defined by the college

- Students' access to support (academic, administrative and technical) is ordinarily conducted without attending the College.

Blended Learning

- Students are required for some of the time to meet tutors or other students either virtually or onsite to engage in work either individually or collaboratively or a combination

- Students are engaged in academic study through structured activities defined by the college

Distance/blended learning Policy

- Students' access to support (academic, administrative and technical) can be conducted with or without attending the College.

Online Learning

- Students are required to meet tutors or other students for each session through a combination of online session or face to face engagement;

- Students are engaged in academic study through structured activities defined by the college through live sessions either delivered virtually or face to face, recorded live sessions or pre-recorded sessions.

- Students' access to support (academic, administrative and technical) is ordinarily conducted through attending the College.

Ensuring the Quality of Digital Learning

The college is committed to providing a high-quality experience to our students in the online/distance learning environment. The course structure and content will endeavour to ensure:

- Learning material is accessible, inclusive, relevant and current.

- Learning materials relate to the intended learning outcomes of the course/unit and to the needs of distance learners and this is clearly signposted to students.

- Learning materials are of a high standard, presented in a structured and easily navigable manner and encourage student engagement.

- Learning materials adhere to copyright restrictions.

- Complex ideas are presented in multiple supporting formats and a multi-media approach is adopted which engages students and supports different approaches to learning.

- Activities promote enquiry, collaboration, enterprise and contextualisation.

- Activities prompt critical reflection and review, consolidate learning and contribute to students' wider skills' development.

Distance/blended learning Policy

- Activities create opportunities for students to link theory and practice.

- Further relevant reading and development opportunities are signposted.

- A safe online learning environment where ground rules will be set for both face to face and online delivery, safeguarding both staff and students at all times. Delivery staff have full control of a digital classroom in order to manage the online class. Abuse of staff or peers for either face to face or online is not tolerated and the college will implement its disciplinary policy where needed

- Full time students are provided with a device in order to study online. Part time students are expected to provide their own device. Help may be available for students through student services.

- As full digital induction is provided for students to ensure safe use and competency.

- Standardisation, internal and external verification will take place to ensure awarding body standards are met. This can take place remotely or via digital means if face to face is not possible ensuring deadlines are met.

Monitoring of Progress

- Regular formative assessment will take place that will be tracked by the college to show progress

- Formative assessment will provide both feedback and feed forward, awarding body permitting

- Formative assessment will occur in a variety of time scales e.g. each session, every 2 weeks or half termly

- Formative assessment will occur in a variety of ways e.g. topic test, verbal or digital presentation, discussion, practical task etc.

- Formative assessment will be tracked on shared portals assessable to both staff and students

- For most courses work will be uploaded onto online portals e.g. Moodle or Onefile.

Distance/blended learning Policy

- Work will be assessed electronically and feedback/feedforward given via digital means directly through online marking or voice notes.

- All work is time and date stamped through these digital means to ensure compliance with deadlines set

- The delivery team are responsible for communicating and adhering to any specific awarding body rules around submission of work, retake or re-sits.

Assessment

- Summative assessment will take place in accordance with the awarding body regulations/requirements and will be tracked electronically on shared platforms

- Summative assessment will be in line with the awarding body time scales

- Summative assessment can be either, but not exclusively, a formal written exam, online exam, verbal exam, practical assessment of portfolio of evidence

- In the case of a formal exam, either written or online, the Exams team will communicate the arrangements for the assessment.

- The Exams team are responsible for ensuring that if exam access arrangements are required, the college has all the correct documentation in order to process the request in a timely fashion for the expected exam and put all necessary arrangements in place.

- It is the responsibility of the learners to provide all the requested documentation in order to process the access arrangements request.

- Summative assessment will be communicated to students by the Exams Team following confirmation of grading from awarding bodies.

- Where summative assessment is in the form of practical assessment or portfolio the learners home team will be responsible for the assessment arrangements and reporting the outcome subject to internal and external verification.

Winston College of London

Student Voice

The college seeks to gain learners views to ensure quality of service. These are collected in various ways across the academic year and reported to the Head of Education to ensure all views are fully considered and where appropriate action is taken:

- Regular termly engagement through online surveys
- Course rep meetings – face to face or virtual at Team level
- Through the college's complaints procedure

Student Welfare and Support

- All students will be allocated a personal tutor to oversee their studies and welfare

- Students can expect regular touch points to check on their learning, progress and their welfare

- The personal tutor is the main link for the student to report any problem of any kind, thereafter the learners will be directed to the best service to support them

- Student learning support needs are considered at enrolment and implemented where local authority funding permits through the SEND team.

- Eligible students who experience hardship, digital or otherwise, can be supported by the college through the college bursary, student hardship fund or other external agencies that the college can advise students to apply for.

- Students can be supported by the college where accessibility issues relating to online learning exist e.g. poor internet connection

Digital Conduct

- Where learning is wholly or partly online there is no fall in students' expectations around behaviour. Students should remain polite and courteous at all times. Behaviour online

should be legal, honest and decent at all times.

- Failure to behave in an appropriate way during online sessions or using a college device will be dealt with through our student disciplinary policy an in line with our student code of conduct.

- Digital platforms or Apps are tested rigorously and only used where appropriate safeguarding measures are in place to protect all users.

- As with face to face delivery the college has a zero policy on any digital harassment, abuse, racism or discrimination.

Mitigation of Risk of College Closure – Student Protection Measures

- All full time students are allocated a college email, students re-set their own password. This enables students to access the correct online portals following GDPR rules. Where this is not the case e.g. e-learning courses or shorter courses, students are allocated a unique user name and then can select and or re-set their own password to maintain security.

- All learning portals or e-portfolios are cloud-based and can be accessed both on and off site

- All students will be given a storage site on the cloud to safely store work, or will be given access to a secure VLE/e-portfolio system

- The college regularly backs up all its systems, protecting all data

- In the case that face to face sessions can't be delivered, sessions will move automatically to online sessions

- Where practical work is required the college will provide simulations where possible, in line with awarding body guidance

- Where summative exams are required the college will deliver these off site, if awarding bodies allow

Winston College of London

- All IQA and EQA activities can be digital ensuring all awarding body requirements are met and standards maintained due to the submission and assessment of work onto digital platforms

- All college systems and processes required to maintain the online learning environment, quality systems and processes and claims, can operate off site to ensure no significant reduction in service

Distance/blended learning Policy