



TALENTED TRAINING LTD DISTANCE LEARNING POLICY AND PROCEDURE

Policy Overview:

The policy covers educational provision leading to an Extended Certificate in Employability or Level 1 Diploma in Progression which is delivered and/or supported and/or assessed through means which generally do not require the student to attend particular classes or events at particular times and particular locations. This includes practice such as e-learning, distance learning, blended learning, flexible learning, instructor led training and the use of web-based materials to supplement classroom-based learning.

The procedure outlines the minimum requirements that Talented Training Ltd expects should be met by tutors and assessors when delivering this provision. The requirements of the procedure are in addition to the normal expectations, as detailed throughout the Quality Manual.

Procedure

Delivery:

Tutors should ensure students have access to:

- information that sets out the respective responsibilities of Talented Training Ltd for the delivery of the programme and units of study;
- unit specifications, to show the intended learning outcomes, assessment criteria and teaching, learning and assessment methods of the units
- a clear schedule for the delivery of their study materials and for assessment of their work.

Tutors should ensure that students can be confident that:

- study materials, whether delivered through a programme presenter or through web-based or other distribution channels, meet the expectations of Talented Training Ltd in respect of the quality of teaching and learning-support material for a programme unit leading to certification by the appropriate awarding body.

Tutors are required to log their daily activity and contact time spent with the learners:

- tutors are required to complete a contact/activity log each day and send this to their nominated Senior Manager for audit purposes;
- this form should include details of activities/learning carried out as well as a log of GLH for each learner

Support for Learners:

Learners should receive a clear and realistic explanation of the expectations placed upon them relating to the programme and units of study and should receive a copy of the Learner Induction Booklet at the start of their programme.

Students should have access to:

- a schedule for any learner support available to them through timetabled activities, for example tutorial sessions or web-based conferences;
- clear and up-to-date information about the learning support available to them locally and remotely for their programme;
- documents that set out their own responsibilities as learners, and the commitments of Talented Training Ltd for the support of a programme or element of study.

Students should have:

- from the outset of their study, an identified contact, either local or remote through email, telephone, fax or post, who can give them constructive feedback on performance and guidance on their progression.
- an Individual Learning Plan
- regular reviews throughout their programme. There should be a minimum of 2 reviews, one of which should be an exit review.
- appropriate opportunities to give formal feedback on their experience of the programme.

Assessment:

Students should have access to:

- information on the ways in which their work will be assessed;
- timely formative assessment on their performance to provide a basis for individual constructive feedback and guidance, and to illustrate the awarding body's expectations for summative assessment.

Learning Platform Delivery System:

Tutors should use the delivery platform identified by Senior Managers at Talented Training Ltd to deliver and assess learner work. Tutors will need to be confident in using the system in order to be able to coach and guide learners ensuring they get a good experience of learning online with Talented training Ltd.

Monitoring of Learner Absence:

Tutors are required to complete a form for each learner who is absent due to illness during the programme. This form should be completed as soon as possible after the absence begins and a copy sent to Senior Management and the Admin Team for audit purposes.

Guided Learning Hours (GLH):

Tutors are to ensure that learners receive the required GLH for the qualification that they are delivering and that these GLH are fully and accurately logged on the Contact Log/Activity Report.

Working Hours:

It is expected that tutors teaching on Distance Learning Programmes work with their learners for the same number of hours as they would for face-to-face delivery.