

Remote Learning Policy

Purpose:

- To ensure that blended learning delivery meets the guidelines set by the awarding organisation.
- To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.
- To ensure suitable systems and software are provided to enable remote delivery to take place with minimal disruption.

In order to do this, the centre will:

- Ensure that Tutors have appropriate time to book and facilitate teaching and learning sessions to support blended learning when learners are working remotely.
- Provide adequate software and resources so Tutors are able to deliver remote sessions professionally and safely.
- Ensure the IQA and QA process monitors and reviews Tutor feedback on learner evidence. Ensuring this is constructive and developmental, and feedback is provided in a timely manner.
- Ensure the setting of actions and targets is undertaken in the face-to-face sessions and that deadlines are clear
- Ensure that when learners submit work, measures are taken to ensure the work is authentic and has been completed by the learner
- Maintain and store securely all assessment and internal verification records in accordance with the awarding bodies' Agreement.
- Ensure that Tutors gain feedback for any online sessions that are recorded.