



Blended Learning Policy 2020

North Warwickshire and South Leicestershire
College

Vice Principal - Quality

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NWSLC Blended Learning Policy 2020

1. Purpose

- 1.1 North Warwickshire and South Leicestershire College (NWSLC) is committed to delivering high quality provision, supported by outstanding teaching, learning and assessment. To enable all our students and apprentices to develop the skills and behaviours they will need to play a productive role in the economy and in society.
- 1.2 The Blended Learning Policy sets out how processes and procedures are designed and operated. To support this key objective, when a blended learning delivery model is required in response to a specific need, for example the Covid-19 pandemic.
- 1.3 Blended learning is a formal approach to education that creates an integrated learning environment where physical 'face-to-face' and online teaching and learning become complementary, with the purpose of giving students a more diverse and engaging learning experience.
- 1.4 Mirror teaching enables teaching staff to conduct lessons from College classrooms with some students, whilst concurrently mirroring the lesson to the remaining students accessing remotely from home via Microsoft Teams.

2. Aims of the Policy

- 2.1 To ensure that blended teaching, learning and assessment meets the guidelines set out qualification awarding organisations through internal and external quality assurance processes.
- 2.2 To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual students.
- 2.3 To build and grow knowledge that may be additional to the main study programme.
- 2.4 Enhance learning by blending the approach, providing a range of learning opportunities for all.
- 2.5 Increase accessibility so that all students can access the range of learning activities.
- 2.6 In order to achieve these aims the College will ensure:
 - i. that staff will continually inform and communicate with students and their parents/guardians on the mode of delivery for their programme of study;
 - ii. that teaching, delivery, assessment and support staff are time-tabled effectively to support blended learning when students are working remotely, where this replaces face-to-face delivery;
 - iii. that there is a process to manage feedback on assignments, questions answered constructively, and feedback provided in a timely manner;
 - iv. that wherever possible assignments are set during face-to-face sessions, including mirror-teaching sessions, ensuring deadlines are clear and understood by all students;
 - v. that measures are in place to verify that work submitted by the student is authentic and completed by the student;
 - vi. qualification and unit specification requirements for delivery and assessment are met, as prescribed by the awarding organisation;
 - vii. ensure safeguarding measures considered during blended learning delivery;
 - viii. that all assessment materials are maintained and stored securely and that internal verification records are maintained in accordance with awarding organisation requirements;
 - ix. that all blended learning materials are accessible to students and are kept up to date and in line with specific requirements;
 - x. that student progress will be tracked and monitored using Moodle and Box4;

- xi. that all actions listed will be subject to internal and/or external moderation, standardisation and verification quality assurance processes in line with related College policies. In addition, the College quality assure all online, face to face and blended teaching through agreed College policies and processes.

3. Accessibility to Online Learning

- 3.1 All students will be asked key questions during the enrolment process, in relation to the student's individual situation regards remote access and experience of technology to support learning. This information will assist the College in the identification of individual student needs and the required support and allocation of appropriate technology and/or hardware to ensure all students can access online learning to a minimum standard.
- 3.2 During induction to the College, all students will receive an induction into online learning. Students will access their college email account as part of this induction, have access to a digital guide, and support from the IT helpdesk.
- 3.2 Those students requiring additional support will continue to receive support in their online lessons.
- 3.4 The College uses Moodle for the storage of blended learning and teaching resources, assessment materials, digital submission of assessment evidence and the tracking of student progress.

4. Potential Stages of Curriculum Delivery

- 4.1 Outlined below are the various stages of curriculum delivery that the College or its departments may adopt at any given point during the academic year. Curriculum delivery may change from one stage to another as the need arises.
 - i. **Face-to-Face Lessons** - The vast majority of students attend at College campuses for their timetabled lessons and receive face-to-face teaching. There may be a need to synchronously stream these lessons (via mirror teaching) for students studying at home, for example: for students that are self-isolating.
 - ii. **Blended Approach** - Students receive face-to-face lessons (including mirror teaching) for a proportion of their timetabled lessons and the remainder are delivered online. This includes English and maths lessons, vocational lessons, tutorials and academic course review.
 - iii. **Remote** - In the event of a full or partial College campus closure, all curriculum delivery converts to online via Microsoft Teams at the scheduled timetabled time. There will be dedicated provision for vulnerable students and/or students with an Education Health Care Plan as required.

5. Related Policies, Procedures and Documents

- 5.1 Assessment Misconduct and Appeals Policy.
- 5.2 Safeguarding and Protecting Children and Vulnerable Adults Policy: Annex Covid-19.
- 5.3 Safeguarding and Protecting Children and Vulnerable Adults Policy.
- 5.3 Learning and Support Policy.
- 5.4 Other policies and documents may be identified from time to time as circumstances change and may be added to this list. The above policies and documents contain key information relating to teaching, learning and assessment practice and the safeguarding of all students. Staff will be vigilant in identifying any potential safeguarding concerns, particularly when teaching online, making appropriate referrals in accordance with the safeguarding policies and procedures.