

**Title: Blended / Remote Learning Policy****Type:** Policy**Purpose:** Provide staff and students with guidance on how the college will use ILT to support teaching and learning.**Scope:** All FE and HE qualifications**Responsibility:** Director of Quality Improvement**1. Introduction**

The purpose of this policy is to set out a college framework for delivery of mixed online and remote learning classes that provide learners with access to online learning materials, recorded and/or live lessons and assessment materials.

Solihull College and University Centre is committed to providing its learners with high quality learning experiences and to ensuring the safety of learners and staff working on College campuses. Providing appropriate and suitable opportunities for remote learning will enable the college honour both of these commitments. Remote learning will in normal circumstances be used in conjunction with face-to-face delivery to form a programme of study.

**2. Definition of Remote Learning**

The college defines remote learning as activity that takes place outside of the classroom environment. Remote learning may take the following forms:

**Online Synchronous Class Sessions**

- This form of delivery involves students and their teachers being timetabled to work in a virtual classroom in a timetabled / live session.

**Independent Learning Online Tasks and Activities**

- This form of delivery involves the teacher setting tasks that can be completed by students by a specified deadline outside of lesson time.

**One-to-One Meetings**

- This form of delivery involves teacher and student meeting individually in an online meeting to discuss progress, identify needs and set targets.

**Individual Remote Attendance in Class (Dual Teaching)**

- An individual learner may need to attend an otherwise face-to-face session remotely as a result of their own personal circumstances. This may include where the learner is absent on medical grounds (including self-isolation and quarantine).

## **Remote Support**

- Remote support may take place through less formal means than other forms of remote learning, such as messaging and responses to student online posts.

### **3. The use of technology for remote learning**

All forms of remote learning and support must be conducted using technology that has been assessed and approved by the college for this purpose. The college platform for the delivery of remote learning is currently Microsoft Teams.

### **4. Provision of materials and instructions for independent learning**

The college provides access to several options for hosting and delivering independent learning content. The choice of platform should be dependent upon which of the available platforms/packages is best suited to meet the needs of the learners concerned and to deliver the necessary content. Options currently include:

- Moodle
- SMART Assessor
- Teams
- OneDrive
- Class Notebook / OneNote
- Planet eStream
- Microsoft Stream

### **5. Formative Assessment Tools**

A wide range of formative assessment tools are available online (on a free or subscription basis). Teachers should have flexibility to select the tools that are most appropriate to assess and engage their learners from the list of approved applications. When making these decisions teachers should take into consideration the limitations placed upon free services and the likely longevity of services.

### **6. Summative Assessment**

Summative assessment should be completed using a college approved system that has been agreed with the Head of School for the relevant area.

When considering options for creating and storing summative assessment, authorised College systems will be used where possible as identified as in section 4.

Where the College does not provide a suitable solution, due consideration will be given to:

- the need for students to share data with third party companies
- the likelihood of data being shared or misused
- the risks associated with storing student work on third-party servers
- alternative options for students who object to creating additional accounts / sharing data

### **7. The Delivery of Online Synchronous Learning**

All online synchronous sessions will be scheduled and delivered during normal timetabled hours; lessons will not be scheduled outside of the times in which learners would ordinarily attend college.

- Attendance at online synchronous sessions will be marked on the register in ProSolution.
- Online synchronous lessons will be scheduled by the teacher in advance and will only be accessible to those students who are timetabled to attend.
- Online synchronous lessons must be conducted as though they are taking place at the College premises: students and staff are expected to maintain professional teaching standards, behaviour, attendance, and attire.
- Both teacher and student should ensure that attendance at online synchronous sessions takes place in an appropriate environment. Where possible, no-one else should be present in the room when lessons are taking place.
- Where possible, online lessons should be conducted in a learning space which is private and/or quiet. If Parents, employers or other third parties are present during an online session they must not engage the lesson, with the tutor or with other learners.
- Students and staff should take steps to avoid the unintended sharing of information by disabling pop-ups and notifications during online sessions and taking care when screen sharing.
- Students and staff must maintain strong security practices and use Multi Factor Authentication when accessing college systems remotely, including locking screens when not actively using systems and using a strong password. Students and staff should not share their access to college systems with others.

## 8. Assuring and improving the quality of remote delivery

The quality of all forms of remote delivery will be assessed through normal college quality processes and supportive feedback will inform future developments.

The Head of Learning Technologies will meet with Heads of School to discuss and agree on support needs and project-based action research activities and these will be recorded on and monitored through the Learning Technologies Project Planner.

## 9. The recording of synchronous sessions

Synchronous or online lessons must not be recorded unless it meets the requirements of the Recording Lesson Policy and the recording activity(s) approved by the Head of School.

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