

# BTEC Distance & blended learning Policy

Policy Owner:	Mr D Howkins, Vice Principal
Approved by Curriculum & Standards Committee:	
Ratified by Curriculum & Standards Committee:	
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Date for further review	Autumn Term 2025

## BTEC Distance and Blended Learning Policy

### **Aims:**

1. To ensure that distance and / or blended learning delivery meets the guidelines set by Pearson
2. To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learner

*In order to do this, Ormiston Sudbury Academy will:*

- Apply for distance learning approval, prior to any recruitment, enrolment, or delivery / assessment of any intended permanent distance learning provision
- Accurately register learners on Edexcel Online, indicating the 'study mode' of delivery, if distance learning
- Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely
- Provide learners studying via distance learning with appropriate resources, support, and online virtual delivery, as required
- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner
- Ensure the setting of assignments is undertaken in the face-to-face sessions for blended learning, 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 Pearson Terms of Approval
- Comply with the requirements as set out in the Pearson policy for Distance learning & assessment

### ***Procedures***

Outlined in **OSA Guidance for Teaching Online Live Lessons**

### ***Staff roles & responsibilities***

- IV's / Programme Leads and Assessors will be delivering lessons as per assessment / teaching plans.
- Lead IV's / Programme Leads liaise with IV's and Assessors regarding the delivery of lessons and may access a live lesson to observe.

### ***Staff updating / training***

- All teaching staff have received training on how to deliver Online Lessons as these were used during periods of lockdown.

### ***Key dates & actions for processes & procedures***

- These are dependent on which units are being studied and when they are being taught. This is outlined in the assessment / teaching plans.



This policy will be reviewed every 12 months by the Quality Nominee.