

BTEC Distance & blended learning Policy

Policy Owner:	Mr D Howkins, Vice Principal
Approved by Curriculum & Standards Committee:	
Ratified by Curriculum & Standards Committee:	
Reviewed:	Autumn Term 2020
Reviewed:	Autumn Term 2021
Reviewed:	Autumn Term 2022
Reviewed:	Autumn Term 2023
Reviewed:	Autumn Term 2024
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Date for further review	Autumn Term 2026

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 & blended learning

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.

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