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**DISTANCE & BLENDED LEARNING POLICY**

**AUTHOR: Quality Manager**

**DATE: May 2024**

**VERSION 4**

Table of Contents

[1. Purpose 3](#_Toc69988216)

[2. scope 3](#_Toc69988217)

[3. Details of policy 3](#_Toc69988218)

[4. Monitoring 3](#_Toc69988219)

[5. Related policies/procedures/documents 3](#_Toc69988220)

[6. Policy review 4](#_Toc69988221)

[7. EQUALITY IMPACT ASSESSMENT 4](#_Toc69988222)

[8. Publication 4](#_Toc69988223)

# Purpose

The aim of the policy is to ensure:

* Calderdale College is compliant with distance and/or blended learning guidelines set out by Awarding Organisations
* Assessment methods used in conjunction with distance and/or blended learning are valid, reliable and do not disadvantage any learners.

# Scope

The policy is relevant to all Calderdale College provision that uses distance and/or blended learning as part of teaching, learning and assessment.

# Details of policy

In relation to distance and blended learning, Calderdale College will:

* Ensure that staff involved in teaching, learning and assessment are timetabled appropriately to enable support to be provided to learners who are working remotely.
* Ensure that there is a process to manage feedback on assignments, that questions from learners are answered appropriately and that feedback is provided in a timely manner.
* Ensure that the setting of assignments is undertaken in face-to-face sessions and that deadlines are clear to learners.
* Ensure that when learners submit work appropriate measures are taken to ensure that work is authentic and has been completed by the learner.
* Maintain and store securely all assessment and internal verification records in accordance with relevant Awarding Organisation guidelines.

# Monitoring

Compliance to this policy will be monitored through the internal and external verification processes.

# Related policies/procedures/documents

* Assessment Policy
* Internal Assessment & Verification Procedure
* External Assessment & Verification Procedure
* [Malpractice & Maladministration Policy](file://cc-admin-fs02/MyGroup$/Quality%20Assurance/Quality%20Assurance%20Records/Policies%20%26%20Procedures%20-%20Working%20File/33.%20Plagiarism%20Policy/Malpractice%20%26%20Maladministration%20Policy.docx)
* Staff Code of Conduct & Malpractice Policy
* [Examination & Assessment Concession Policy](file://cc-admin-fs02/MyGroup$/Quality%20Assurance/Quality%20Assurance%20Records/Policies%20%26%20Procedures%20-%20Working%20File/15.%20Examination%20%26%20Assessment%20Concession%20Policy%20%26%20Procedure/Examination%20%20Assessment%20Concession%20Policy%20%20Procedure.docx)
* Learner Assessment Appeals Policy
* Single Equality Scheme

# Policy review

|  |  |
| --- | --- |
| **Change(s) Made** | **Reason for Change** |
| Role title change Quality Systems Manager to Quality Manager | Role title change |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Review Date** | **Reviewed by:** | **Initial Approval by:** | **Final Approval by:** | **Next Review Date:** | **Review Period** |
| 05.2024 | Quality Manager | Quality Manager |  | May 2025 | 1 year |

# Equality Impact Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **First Assessment Conducted by:** | **Date:** | **Final/Approved Assessment Conducted by:** | **Date:** |
| Quality Systems Manager | 11.2020 | Quality Systems Manager | 11.2020 |

# Publication

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| --- | --- |
| **Audience:** | **Published:** |
| Staff | Staff Intranet |