EDUVISA®

EXECUTO

ONLINE CAMPUS

Online Distance Learning Policy

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1. INTRODUCTION

The key role of EDUVISA-Education (PTY) Ltd is to secure standards for those qualifications that certificate/diplomas are issued for as part of an accredited qualification framework. As a result, EDUVISA-Education (PTY) Ltd commits itself to the meeting of associated quality assuring standards through the implementation of the necessary academic guidance, academic support structures and associated learning and assessment requirements aligned to a specific qualification. The implies the meeting of quality goals based on regulatory requirements as prescribed by our collaboration partners and approved regulatory institutions such as EduQual, OFQUAL etc. Policies embodying the above are reviewed on an annual basis or as necessitated by ad hoc regulatory changes.

2. SCOPE OF POLICY

This policy applies to the assessment of learners' academic contributions that leads to partial or full completion of qualifications regulated by EduQual, OFQUAL and/or other regulatory institutions as assessed through distance education, online assessment platforms, blended learning and/or proctored test/examination sessions in the UK and overseas. Learning made possible by, facilitated and/or supported using postal means, courier services, information and communication technologies such as e-learning, blended learning, flexible learning, instructor led training and the use of web-based materials to supplement classroom-based learning is included in this policy. The policy thus outlines the minimum requirements that EDUVISA-Education (PTY) Ltd expects students to meet in order to comply with regulatory requirements. This guarantee that when utilising distance/online instruction and assessment, the method of instruction/assessment, criteria for evaluation purposes and procedures about assessment/moderation meets in full any specified requirements prescribed for the delivery and

assessment of the qualifications and units being delivered.

3. REGULATORY APPROVAL PROCESS

In order to comply to regulatory requirements relevant to the delivery and assessment of specific qualifications by distance means or online learner management systems EDUVISA-Education (PTY) Ltd is compelled to enforce prescribed academic and administrative procedures relevant to distance/online academic process as reflected on the official website (www.eduvisa.co.uk) or the dedicated Online Learner Management System (OLMS). Students are thus also assured that suitable infrastructure, systems, procedures and human resources have been allocated to ensure that the prescribed regulatory requirements are met.

4. DELIVERY OF THE LEARNING PROGRAMME

As a regulated training institution that delivers learning material via a distance/online methodology EDUVISA-Education (PTY) Ltd undertakes to make the following information available to learners via its website and/or Online Learner Management System (OLMS):

- Course information that clearly sets out the responsibilities of EDUVISA-Education (PTY) Ltd for the delivery of the programme of study.

- The qualification specification, to show the intended learning outcomes and associated assessment criteria.

- An explanation of the intended teaching, learning and assessment methods for the Programme.

- A clear schedule for the delivery of the distance learning package and associated

resources and study materials.

- A clear schedule for assessment of learners' work.

- Confirmation that the delivery of the distance learning package and associated resources and study materials meet the expectations of EDUVISA-Education (PTY) Ltd, as prescribed by the applicable regulatory requirements, in respect of the quality of teaching and learning-support material for the course/programme of learning.

- Confirmation that the distance learning provision is subject to the normal, scheduled internal quality assurance processes and the quality improvement cycle as determined by the regulator relevant to the specific course/programme.

5. SUPPORT FOR LEARNERS

EDUVISA-Education (PTY) Ltd, as regulated academic institution, that delivers learning material via a distance/online methodology will ensure that learners are provided with the following academic/ administrative and tutorial support:

- A clear explanation of the requirements of the qualification and of the type and amount of independent and supported learning.
- A timetable of any support available to them through scheduled activities, for example tutorial sessions or web-based conferences.
- Clear and up-to-date information about any local or distance learning support available to them for the programme of learning.
- Clarification of their own responsibilities as learners and that of EDUVISA-Education (PTY) Ltd for the support of the programme of learning.
- An identified contact, available either locally or remotely through email, telephone or other means, who can give them constructive feedback on their learning and progress

towards their qualification aim.

- The encouragement to engage fully with their learning, the assessment process and
- assessment planning.
- Equal opportunity to access EDUVISA-Education (PTY) Ltd qualifications and assessment such that individual learners are not disadvantaged through these being delivered through distance learning.
- Tutors, trainers and assessors with appropriate and suitable contemporary knowledge and skills for the delivery of the programme of learning.

6. ASSESSMENT

EDUVISA-Education (PTY) Ltd, as regulated academic institution, that delivers learning material via a distance/online methodology will apply the following guidelines regarding distance/online assessment:

- Clear instructions on the way in which the centre will ensure that evidence submitted by each learner is authentic.
- Information on the ways in which their evidence of achievement will be assessed and the way workplace-based and performance evidence will be assessed and how this will be facilitated.
- Opportunities for assessment of their evidence of learning to enable individual constructive feedback and guidance towards final (summative) assessment as well as submission of assignments, dissertations and/or Capita Selecta proof of evidence.

7. DISTANCE LEARNING PLATFORM SYSTEM ACCESS AND SECURITY

EDUVISA-Education (PTY) Ltd has established an Online Learner Management System (OLMS) that incorporates rigorous processes and methodologies which secure the authentication of learners' work and other evidence submitted for assessment purposes. The Online Learner Management System (OLMS) complies to security requirements, is readily and easily accessible to learners, tutors, assessors, internal quality assurance personnel as well as external quality assurers. As such it provides learners with confidence that their evidence of learning will not suffer interference and will be correctly attributed to them on condition that the prescribed requirements, as set out in the Plagiarism Policy, is applied.

In this regard EDUVISA-Education (PTY) Ltd undertakes that academic Proof of Evidence (POE) is stored and maintained in a secure environment, access to which is limited through:

- A defined hierarchy of user access unique security passwords/IDs provided for each user
- Read-only rights provided to those with limited access 'isolation' of completed units following final assessment, when this applies.

The Online Learner Management System (OLMS) also provides for contingency measures to mitigate the risks associated with the loss of evidence of learners' learning through:

- The use of back-up facilities in the event of system failure
- Facility to archive individual learner evidence on appropriate media e.g. CD ROM, Flash memory sticks (for centrally hosted services) full disaster recovery processes being in place at the hosting data centre.

8. DISTANCE LEARNING PLATFORM USABILITY AND ACCESSIBILITY

The distance learning platform must be easy and intuitive to use for all users – learners, tutors, assessors, internal quality assurance personnel and EDUVISA-Education (PTY) Ltd external

quality assurers – and to be capable of:

- Storing the full range of file types: text, sound, scanned images, digital pictures, video, templates and standard software applications, as required.
- Being customised for learners with special access requirements.
- Providing links to other documents/areas, such as centre policies and procedures, EDUVISA-Education (PTY) Ltd qualification documentation and other appropriate resources providing a full range of user support material such as user guides.

In pursuit of usability and accessibility the distance learning platform must provide learners, tutors, assessors, internal quality assurance personnel and EDUVISA-Education (PTY) Ltd external quality assurers with full technical support, where needed.