

## **Distance/Online Delivery Policy & Procedure**

### **Purpose**

Under Standard 9.4 of the National Code – a registered provider may allow the student to undertake no more than 25 percent of the student's total course by distance and/or online learning. However, the registered provider must not enroll the student exclusively in distance or online learning units in any compulsory study period.

Sydney Metro College (SMC) delivers 25% online of each vocational qualification in Business, and Accounting by using Moodle Learning System.

SMC has allocated 5 hours per week for their online learning, and this can be done anytime of the week after their designated 2-day or 3-day classroom delivery timetable. Students are advised of their regulatory obligation of ensuring that they maintain the required 80% attendance at all times.

### **Policy Aims**

The College will continually monitor the progress and active participation of the students in both online/distance and face-to-face classes to ensure all students have the maximum opportunity to progress through the course in a manner expected by both the college and our students to deliver and achieve maximum quality and standard education.

This distance and online study by no means aims to replace or substitute the 15-hour allocated for the face to face. This strategy will address gaps or re-enforce what they had learned in the lectures.

### **Online/Distance Delivery Platform**

The MOODLE system has enabled SMC to deliver most of its subjects via online, distance or in many cases both to increase the flexibility offered to students.

In MOODLE, two folders have been created for each subject; one for face-to-face delivery and one for distance/online delivery. Distance/online material as well as face to face online materials will be posted on relevant folder by trainers/Head Trainers in each term. This will provide continuity and added support for students who might miss some of the face to face class by having access to what has been discussed during lectures but most importantly it will provide learning and assessment continuum.

SMC Academic team designs their session plan in a manner that the face to face delivery covers all the elements of competency in the form of discussion, activity, or

class participation via question and answers, etc. By design the face-to-face class is to offer formative acquisition of knowledge and skills and the online delivery allows the student to demonstrate their summative knowledge and skills by participating on discussion forum, some reading of lecture notes, reflective learning and writing, or additional resources to complement the lectures, as well as participating on the graded online activity.

## **Procedure**

All student's logins, time spent online, uploads and downloads etc. are logged by the system. Which can then supply activity reports as required to the relevant academic and intervention staff. SM Chas allocated 5 hours per week for their online learning, and this can be done anytime of the week outside of their designated 2-day or 3-day classroom delivery timetable. Students are advised of their regulatory obligation of ensuring that they maintain the required 80% attendance at all times.

1. SMC will conduct a student orientation on how to participate in Moodle every first week of the term conducted by the online learning coordinator. The existing student will have a refresher training session on the first day of the term by the class trainer in Moodle related matters.

2. All required materials for distance/online component will be uploaded on MOODLE before the new week begins. This particular activity allows the trainer ample time to prepare session plan and assessment plan that will be in sync with the online component.

3. Trainers to provide feedback on existing material as part of validation process at the end of the term. Distance/online component has separate assessments and activities that trainer will consider while determining the competency of the student. Students must submit online activities/assessments to their respective class teacher.

5. Student access to Moodle will be organized in the following manner;

1. For new students- access will be given on the orientation day
2. For existing students- there will be automatic re-enrolment for every term of their studies and will be notified if changes to their username/password occurs.

6. Students will be able to download of the relevant learner's materials for the subject that has distance/online component. SMC keeps accurate and up-to-date records of each student's study participation on Moodle and recorded in our class attendance sheet.

## **Online/Distance Assessment**

The assessment of online/distance components of the course is through either of the case studies, scenarios, short answer questions, reflection report etc. The assessment tools are uploaded on the MOODLE. The learning materials provided are

a mixture of the workbooks/learners guide and through the use of relevant web-based materials or link to other relevant websites such as YouTube or ACEQA as an example.

Trainer must remind all his/her students that they must log on to MOODLE at least 5 hours per week and do all the work that is required to be done under Distance/online delivery. If the Students have any question with the assessment and activities posted under distance/online component, they can discuss with their trainer. Students must submit the activities and assessments for distance/online component with SMC assessment cover sheet to the trainer via MOODLE or hard copy.

Allocated trainer ensures that all of his/her participant's (students) email address is valid and current, if not they will ask them to update it immediately so that trainer or student services can communicate with students when required. Trainers can send message to all or selected participants of the course via MOODLE.

### **Fair Access and Equity**

SMC acknowledge that not all SMC students will have access to computers at home, therefore on a case-to-case basis; students are welcome to do their online component in the campus outside of their allocated timetable. Student request are obliged if they want to print the learning resources so that they can read it at home or print the assessment materials so that they can attempt at home and submit to the trainer at an agreed time and date. If and when the activity requires for them to participate in the discussion forum, the student is assisted by the Head Trainer and online coordinator where and when it is applicable, schedule will be organized in advance.

### **Security and Integrity Measures**

Several mechanisms are used to ensure that the integrity of the online system is maintained. Firstly, students are automatically timed out after twenty minutes of inactivity to ensure that the user doesn't log in and walk away. This can be modified up or down but testing at SMC has shown that thirty minutes was optimal for SMC's current students.

All student activity is logged. This includes the student's user name, time logged in and out, time spent online, and the type of activity the user participated. This also ensures that users are not logging in and walking away.

Students' passwords are provided by SMC in first instance, and they will be forced to change password in their first login.

Students who are caught cheating will automatically fail the subject and are then counseled, have the misconduct added to their student file and may ultimately enter into intervention stage. Continued misconduct may lead to either the suspension and/or dismissal of the student from the college.

## Monitoring

Finally, SMC's trainer/ assessors monitors all online activity by liaising with SMC online learning coordinator. They undergo specific training at SMC to enable them to use MOODLE Learning Management System. These are the same trainers who also teach the subjects face to face (in class) including investigation of unusual results, plagiarized work or work, which may not belong to the students. This is used as a final check to ensure that all submitted work belongs to the student is original and that no cheating has occurred.

Moodle learning hours are recorded by Moodle attendance register in the Moodle system where our trainers and online coordinator will record accumulated hours of student every week and record it in system and hard copy for reference. To ensure the quality and standard online coordinator predominantly monitors online learning system and its attendance of student every week.