



## E-Learning and Distance Learning Policy and Procedures

### Introduction

TT Training and Consultancy Company Ltd recognises the potential advantages and disadvantages of distance learning.

E-learning and distance learning refers to any education leading to an award or part of an award which is delivered and/or supported and/or assessed through means which generally do not require the student to attend particular classes or events at particular times and particular locations.

This includes practice such as e-learning, distance learning, blended learning, flexible learning, instructor led training and the use of web-based materials to supplement classroom-based learning.

### Registration

All learners will be given the option of using our Moodle system for courses which are supported. Any learners who do not want to use an on line system will be supported through other methods such as paper based portfolios.

Each learner will have their own unique username and password system, ensuring confidentiality.

Only course tutors can add learners to courses, learners cannot add themselves to courses.

Learners will receive their log in details (username and password) by email with instruction on how to use the system. Assessors will check with learners to ensure they understand and are comfortable using the system.

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The front page will have contact details for learners to use if they experience any difficulties.

### Assessment

Learners can upload completed assignments using the moodle system for assessors to assess. Moodle can be used to collate evidence but assessors should ensure that the most suitable assessment methods are still used to evidence criteria met.

Learners have a responsibility to ensure that work uploaded is their own work and contains any relevant referencing and bibliography information.

Assessors must assess work and provide feedback using the moodle system, detailing any criteria met and any criteria not met, with constructive feedback.

Assessors should use additional assessment methods to ensure validity of work, for example, oral questions.

### Confidentiality and Security

Individual usernames and passwords are allocated to each learner and tutor. Only the directors have access to all usernames and passwords. Individual learner information is not available to other learners and registration on the moodle system should disable this feature.

The Moodle server is to be backed up daily to ensure learner work is not lost if there is an IT system failure.

### Learner Support

Learners must be reassured that although some courses are primarily distance learning this does not prohibit them from accessing support from assessors and IQAs. Assessors should ensure that learners know how to contact their assessor and IQA for support.

### IQA

IQA activity can take place via the moodle server but must follow the IQA plan.

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