BTEC Blended Learning Policy

This policy is called:	**BTEC Blended Learning Policy**
It applies to:	All staff, students and visitors to Bolder Academy
Person responsible for its revision:	Quality Nominee
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Introduction

Bolder Academy is committed to ensuring that blended learning is consistent and effective when learners are working remotely.

Blended learning is defined as having at least 50% face to face tuition with other work completed in a remote capacity. Bolder Academy recognises that Distance Learning is when learners are never intending to enter the facility, these courses need prior approval by Pearson's, see Distance Learning Policy.

Aims:

1. To ensure that blended learning delivery meets the guidelines set by the awarding organisation.
2. To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

In order to do this Bolder Academy will:

- Heads of Department will ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely. Teaching staff will ensure that in line with their timetables remote lessons will be delivered at the same time lessons are scheduled, lessons will be delivered through Teams and Firefly to communicate, where this is the case the lesson should be arranged on Outlook calendar in advance.

- Heads of Departments will ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner. Scheduling on assessment plans remains in place and is adhered to, with accountability for feedback and marking with the assessor. Internal Verification continues as scheduled. All learners' needs will be met to ensure there is no disadvantage for SEN access.

- Heads of Departments will ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear, learners will always receive assignment briefs in person and the assessor/subject leader is responsible for ensuring learners have the subject knowledge to complete work remotely.

- Heads of Department must ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner, evidence and expectations outlined into SOWs/Programme Outlines. The assessor/Heads of Department are responsible for ensuring student declarations will be completed with the submission of work.

- Heads of Departments will maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement.