

 Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>	Ref No.	7 - 04
	Version No.	2
	Date Issued	1 March 08
Title	MANAGEMENT OF DISTANCE LEARNING	
Responsibility	Academic Director	

1. PURPOSE

To ensure that all distance learning programmes delivered by Telford provide reliable learning outcomes that are valid, and fair and that are of a standard comparable to on-campus learning.

2. APPLICATION

This Policy and Procedure applies to all programmes of study delivered by Telford via a distance learning mode.

3. DEFINITIONS

Distance Learning

For the purposes of this Policy and Procedure distance learning refers to all learning that is undertaken at a distance from the Telford campus, be it through hard copy correspondence material, e-learning, STAR, programmes delivered at locations other than Telford or any combination of the afore mentioned (eg blended delivery).

Distance Learning Manager (DLM)

The person responsible for that learning.

4. STATUTORY OBLIGATIONS

Nil.

5. POLICY

- 5.1 The DLM will ensure that all programmes offered through distance education have current programme approval and accreditation.
- 5.2 The DLM is responsible for coordinating the course material. This will include ensuring that assessments are appropriate and valid for distance education.
- 5.3 The DLM is responsible for organising the safe, timely and effective receipt and delivery of course materials to and from students. This will include monitoring the information dissemination and feedback systems to ensure that students have sufficient support for their studies.
- 5.4 The DLM is responsible for monitoring assessment marking timelines and the timely return of marked assignments to students.
- 5.5 The DLM is responsible for coordinating any practical components within distance learning programmes of study as applicable. This will include academic, and health and safety requirements.
- 5.6 Distance learning support staff will receive and distribute module/course material to students, receive and return assessment material for students, send assessments to markers to be marked, and monitor and record delivery and receipt of material on the relevant database.

- 5.7 The Academic Director and DLM are responsible for negotiating the annual budget for the distance learning department. The DLM will monitor performance against budget on a monthly basis.

6. PROCEDURE

Course Material

- 6.1 Course material will be prepared by tutors in accordance with the approved curriculum document. Refer to Policy and Procedure 2-01 Development and Approval of New and Revised Programmes.
- 6.2 Unit Standards and/or topics within distance learning courses/modules will be clustered thematically to aid student progression. This means that course/module material based on a number of unit standards or topics will be grouped into 'like types' so that students can see how units link to a broader theme and then to the programme overall.
- 6.3 The DLM will ensure that course material and modules of learning are reviewed on an ongoing basis. The DLM and Academic Director will select appropriate staff to undertake such reviews.

Enrolment

- 6.4 Distance learning support staff will process enrolments and record dates of postings of course material to students in the database and in hard copy format.
- 6.5 On enrolment, distance learning support staff will send library order forms to students to enable them to access library resources as required.
- 6.6 The DLM will ensure that students are informed of the provision to apply for recognition of prior learning in accordance with Policy and Procedure 5-04 Assessment of Prior Learning (APL) prior to or at the time of enrolment.

Support

- 6.7 The DLM will ensure that students are informed that they can contact Telford staff via the 0800 number or email.
- 6.8 The DLM will ensure liaison personnel have been assigned to contact students on a monthly basis to ascertain progress and if assistance is required. Liaison personnel will collate student feedback and report to the DLM to action where required.

Library

- 6.9 The distance learning support staff will action students' library orders and overdue library resources.
- 6.10 The DLM will ensure that students are informed of the penalties for overdue and lost library resources.

Assessment

- 6.11 Distance learning support staff will record dates assessments are received from students, dates assessment are received back from markers and dates students marked assessments are posted on the tracking database.
- 6.12 Assessment markers will ensure a two-week turnaround time for marking and returning assessed work to students.
- 6.13 The marker will record assessment results on the assessment coversheet.
- 6.14 The distance learning support staff will record the individual student assessment results in the database and provide a biannual summary of progress to date.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Tracking Database	Distance Learning Manager	Computer Archives	Indefinitely

8. ASSOCIATED DOCUMENTS

Nil.

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
0	Initial release.	L. Johnston	10 Nov 2000
1	Reformatted.	L. Johnston	April 2004
2	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Content has been completely revised and re-formatted. Clause 8 added.	QMS Policy Review Committee	1 March 2008