EDEN GLOBAL BUSINESS SCHOOL EGBS

DISTANCE LEARNING POLICY

EFFECTIVE DATE   :   AUGUST 2023

REVIEWED BY   :   QUALITY MANAGER

NEXT REVIEW   :   NOVEMBER 2028

POLICY NUMBER :   QA-12

DISTANCE LEARNING POLICY

Outline

The main role of EGBS is to deliver a range of Awards, Diplomas and Certificated courses from several Awarding Bodies and Universities, in Nigeria and Globally.

We also ensure that all6 regulatory requirements are met. We aim to provide guidance and support to help learners to achieve their learning and development goals.

We review our policies annually, or in response to regulatory changes to ensure that they remain fit for purpose.

Scope of policy

This policy applies to the delivery and assessment of learners' work that leads to partial or full completion of qualifications set by the various awarding bodies, partners and Universities that are assessed by us through distance means in Nigeria and overseas. Learning is made possible by, facilitated resources and supported using electronic means, information and communication technologies such as e-learning, blended learning, flexible learning, tutor led training, the use of web based materials and a Virtual Learning Environment are all included in this policy.

The policy outlines the minimum requirements that will be met when assessing any of our qualifications through distance means we ensure that when using distance assessment, the method of assessment meets in full, any awarding body specified requirements for the delivery and assessment of the qualifications and units being delivered.

Policy statement

Qualifications, assessed through distance means, will comply fully with the approval requirements for these qualifications, governed by the Awarding Bodies we use.

We provide suitable physical and human resources and ensure that learners have access to these, to meet the requirements of this Distance Learning Policy.

This is to ensure that the purpose and integrity of the qualifications are not compromised in any way, using distance learning.

Mode of Study: Distance Learning:

Distance Learning (DL) takes place when the teacher and student, or supervisor and research learner are in physically separate locations. Access to the teacher or supervisor and other learners is usually enabled through the use of technology. The interaction between the learner and teacher or supervisor

may be synchronous (in real time) or asynchronous (with a time delay) or a mixture of both.

Distance Learning at EGBS provides the learners to study to develop autonomy and self-discipline by completing set activities and tasks with limited direction and traditional classroom-based constraints.

Delivery Methods: Blended Learning

Blended learning (FBL) combines aspects of Distance Learning and synchronous educational practices and may involve a learner spending a significant period of their studies away from the classroom undertaking a project, fieldwork, or research either independently or under the supervision of the tutors, which may be based elsewhere in Nigeria or overseas.

Blended learning at EGBS is delivered via a combination of traditional face-to-face learning and online learning using webinars. This enables the learners to gain personalised support, instruction and guidance while completing assigned activities and tasks remotely.

1. Delivery of Learning Programme:

We will ensure learners are provided with:
- Course information that clearly sets out the responsibilities of EGBS 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 programme and associated resources and study materials.
- A clear schedule for assessment of learners' work.
- Confirmation that the delivery of the distance learning programme and associated resources and study materials meet the expectations of the

Awarding Bodies in respect of the quality of teaching and learning support material for the programme of learning.

- Confirmation that the distance learning provision is subject to the normal, scheduled Internal Quality Assurance processes and the quality improvement.

2. Support for Learners:

Learners must be provided with:

- A clear explanation of the requirements of the qualification and of the type and amount of independent and supported learning.
- A time table 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 other distance learning support available to them for the programme of learning on the VLE.
- Clarification of their own responsibilities as learners and that of EGBS for the support of the programme of learning.
- An identified contact, available remotely through email, telephone or other means, who can give them constructive feed back 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 their chosen 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.

3. Assessment

Learners must be provided with:

- Clear instructions on the way in which EGBS will ensure that evidence submitted by each learner is authentic.

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- 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

4. Distance Learning Platform System Access and Security

EGBS have rigorous processes in place to secure authentication of learners' work and evidence submitted as evidence of learning for assessment purposes. The distance learning platforms are securely, readily, and easily accessible for learners, tutors, assessors, internal quality assurance personnel and external quality assurers.

This provides learners with confidence that their evidence of learning will not suffer interference and will be correctly attributed to them.

Evidence is 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 distance learning platform provides the contingency 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.

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5. **Distance Learning Platform Usability and Accessibility**

The distance learning platforms are easy and intuitive to use for all users – learners, tutors, assessors, internal quality assurance personnel and external quality assurers – and is 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, 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, training is provided to learners, tutors, assessors, internal quality assurance personnel, where needed.

APPROVED BY THE PRINCIPAL ON AUGUST 2023

Responsibility for the QUALITY ASSURANCE AND ITS ENHANCEMENT:
Ultimate responsibility for the Strategy lies with the Management.

Policy reviewed annually.

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APPENDIX 1 PERSONAL COMPUTING REQUIREMENTS

Computer Hardware Requirements

Any computer or mobile device purchased within the last 5 years should be sufficient. If in doubt, or for older devices, the following minimum specifications will ensure that a workstation performs to a reasonable standard:

OPERATING SYSTEM	WINDOWS 7, 8.1 OR 10	MAC OS X
PROCESSOR	2 GHZ OR FASTER	2 GHZ OR FASTER
MEMORY (RAM)	4 GB	2 GB
HARD DRIVE	80 GB OR HIGHER	80 GB OR HIGHER
OPTICAL DRIVE (DVD/ CDROM/ WRITER)	OPTIONAL	OPTIONAL
SOUND	YES	YES
CAMERA	YES	YES

Mobile Devices and Tablets

This heading covers the increasingly popular Smart Phone and Tablet devices such as the iPhone/iPad, Android, or Windows-based phone/tablet devices. Most of the UK Versity online systems work on these mobile devices. However, we do not guarantee that all systems will be problem free.

Internet Connection

Distance learning programmes all require extensive access to online resources. As such, a broadband connection of at least 1Mbps is recommended. Higher speed services would be advantageous due to the reduced load times for online resources. A dial up connection is not recommended.

Electronic submissions for assessment

These should be word-processed documents in Microsoft Word format (either .doc or .docx). Students can submit assignments prepared using a Mac, running their preferred word processor and a standard web browser, as long as they submit work in one of these formats.

Computer Security and Disaster Recovery

Keeping the PC secure and ensuring coursework can be recovered in the event of a disaster is extremely important.

Computer and printer failure cannot be used as a reason to be granted an extended deadline for an assignment.

To try and ensure the PC is kept as secure as possible staff and students should:

a) Use strong virus protection:

    i)   Microsoft offer Security Essentials for Windows 7 or higher, which is free for home use, if there is no other protection in place. Windows 8 and 10 come with Windows Defender already installed but you may wish to choose a different solution for your protection. ii) Ensure the virus protection is kept up to date

    iii) Run scans for viruses at least once per month

b) Use strong passwords:

    i)   Use numbers ii) Upper and lower-case letters

    iii) Do not use common words or names iv) Do not use the same password for everything

c) Be aware when using the computer that most threats can be eliminated by taking the following precautions:

       i)   Take care what links you click on in emails and online

       ii)   Be careful what email attachments you open   iii) Be careful where you browse on the internet iv) Be careful what you say yes to when a dialogue box appears v) McAfee Site Advisor is a free download which can help you to determine where it is safe to browse

d) Make sure the operating system and software are kept up to date using services such as Windows Update

e) Use a Firewall: Windows has a firewall built in which is more than adequate in most cases.

APPENDIX 2 IT SKILLS AND GUIDANCE FOR DISTANCE LEARNING

Entrants may be expected to be computer literate, have access to a laptop, PC or mac and the Internet. If students are unsure of their technological ability and how this relates to study, they may be required to complete the following IT Audit and return it to their COURSE TUTOR / REGISTRAR who will ascertain if they have the required level of digital skills to study via this route

1	WINDOWS	YES	NO
1.1	Login and understand the password procedures (if applicable)		
1.2	Run an application using Desktop or Start menu shortcuts or the programs Menu		
1.3	Run several programs simultaneously and switch between them (multi-tasking)		
1.4	Minimise, maximise, restore, move, resize and close windows		

2	WINDOWS APPLICATIONS - GENERAL	YES	NO
2.1	Create a new file		
2.2	Save, Save as, and open a file		
2.3	Save a file in different folders or different drives (e.g. F:)		
2.4	Print a file		
2.5	Cut, copy and paste within a file, between files and applications		
2.6	Use the online help menu		

3	WORD PROCESSING (using Word)	Yes	No
3.1	Open a new blank document		
3.2	Save and edit documents		
3.3	Save in different formats, and earlier versions of word		
3.4	Use formatting techniques including headings, bold, underline, font sizes etc.		
3.5	Insert graphics (copy/paste/clip arts)		
3.6	Add headers and footers		
3.7	Use spell checker		
3.8	Insert tables		
3.9	Create publications using text boxes, Word Art		

3.10	Insert images/photographs		
3.11	Format text and using columns		

4	**Internet**	Yes	No
4.1a	Do you know what a URL is?		
4.1b	Do you know what a hyperlink is?		
4.1	Enter web addresses (URLs) to access sites directly		
4.2	Follow hyperlinks to access other pages and sites		
4.3	Copy text and graphics from the web		
4.4	Use one search engines e.g. Google		
4.5	Download multimedia files (music, video, images)		

5	**POWERPOINT**	Yes	No
5.1	Create and use a PowerPoint presentation		
5.2	Edit a PowerPoint presentation		
5.3	Save a PowerPoint presentation		

6	**WEBSITES**	Yes	No
6.1	Able to access websites		
6.2	Access YouTube channel of UK Versity online		
6.3	Save or clip information using screenshots (PrintScreen) from the website		
6.4	Able to access website like wix.com, social media sites and blog and research sites		