Distance Learning Policy

We have devised a new Distance Learning Policy to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online learning remotely.

Scope of this Policy

This policy covers any aspect of distance learning.

Learners will be provided with:

- a clear explanation of the requirements of the programme and the type and amount of independent and supported learning;
- a timetable of any support available to them through scheduled activities, for example, coaching;
- clear and up-to-date information about any local or distance learning support available to them for the programme;
- clarification of their own responsibilities as Learners.
- an identified contact, available either locally or remotely through email, telephone, or other means, who will give constructive feedback on their learning and progress towards their qualification aim;
- the encouragement to engage fully with their learning, the assessment process and assessment planning;
- trainers and Coaches with appropriate and suitable contemporary knowledge and skills for the delivery of the programme.

Learners are:

- encouraged to use their works email address as email addresses will be shared with other learners.
- are advised at the application stage that image and voice recordings of group work will be required and that they consent to be recorded and agree that recordings and images may be used by Popcorn learning Media for promotional and marketing purposes. (in the event that the learner is a child or

vulnerable adult, permission will be required from a parent/guardian/carer)

Applications:

The list of applications that will be used for distance learning will primarily be:

- Office365, incorporating:
  - Microsoft Outlook (e-mail)
  - Microsoft Teams
- Bloom – learning management system.
- CMI ManagementDirect – learning materials.

On-Line Learning Approach

On-line learning will take what is known as a blended approach and different methods may be used, For example:

- Group Discussions.
- On-Line Study Groups
- Coaching Sessions
- 1 – 1 meeting

Live Online Classes

Trainers may deliver some of the course "live" using Teams. This will use varying combinations of audio, video, virtual whiteboards.

In the use of Teams:

- Camera's should be switched on where possible;
- All microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone;
- Learners should use the raise hand icon if they wish to contribute to the discussion.

Data Privacy Statement

Our Distance Learning Policy operates within GDPR guidelines.

What we retain:

- Recordings of group discussions.
- Workbooks and materials

Why we retain it:

- To provide a record of activity and attendance.
- External auditing purposes i.e CMI, OFSTED, EFSA.
- To assist learners to re-visit anything they have missed during the session.
- To allow learners who were not able to attend a group discussion access to the learning.

Where we retain it:

- Secure file storage folder.
- Group discussion recordings are retained on Teams and uploaded onto Bloom.

How long we retain it for:
- 3 years or as legislation requires.