



Our Flexible and Distributed Learning Policy

Purpose and Scope

1. The purpose of this policy is to set out the principles and processes which apply to the development, delivery and monitoring of programmes which are to be delivered using flexible and distributed learning (FDL).
2. This policy ensures that the College is providing a high quality, consistent, learning experience for all students taking part in FDL programmes.
3. This policy applies to educational provision, leading to an award or part of an award for which credit is given and which is supported, delivered or assessed through methods which do not require the student to be physically present on the College campus. Modes may include:
 1. Online learning
 2. Distance learning
 3. Blended learning
 4. Work based learning
 5. Part time learning
 6. Accelerated and decelerated programmes
4. Components of FDL courses may also be delivered by travelling teachers (usually college staff), local support (including the college employing local persons/affiliated colleges/authorised local branch staff to teach course components) and learning supported by the college remotely from the student (for example, remote communication between the tutor and the student via email, telephone or web-based conferencing).
5. This includes student own learning through uploaded learning materials in the college's virtual learning system, e- learning resources shared with the students via emails and activities tutor may have assigned to the students via e-learning or 'blended learning'.
6. Blended learning is a combination of face-to-face teaching and online and computer-based activities. Online activities can include modes such as video and audio resources, online tests and discussion boards and students would be able to access the online material whenever they needed it.

Definition of Flexible and Distributed Learning

7. FDL characterises approaches in teaching, learning and assessment as those which:
 1. Do not require a student's place of study to be physically located at a defined college location (where a student is seeking to attain an academic award through successful completion of his/ her programme of study).
 2. Do not assume that a student's programme of study is necessarily delivered on the college campus or by college staff who are physically present.
 3. Do not assume that a student is necessarily directly supported by college staff. However, students should have a named contact staff member with whom they can liaise from the beginning of their course.
 4. Do not assume that a student is routinely working with other students.
 5. Do not necessarily require assessment of a student's course to take place on the college.

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FLEXIBLE AND DISTRIBUTED LEARNING POLICY

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Learner Support

8. All students and staff are provided with course introduction materials, contents, assignment briefs, including minimum course aims, roles and responsibilities and key contacts. This will be provided in an electronic format in the college virtual delivery system as a downloadable document.
9. Students are advised about the programme or elements of study including an explanation of any IT requirements, such as access to Broadband connection required, headphones, webcam, etc.
10. The college provides a schedule for any learner support available to them through timetabled activities, for example, tutorial sessions or web-based conferences.
11. The college will provide clear and up-to-date information about the learning support available to them locally or remotely for their programme or elements of study.
12. The college and staff will brief the students their own responsibilities as learners, and the commitments of the college for the support of a programme or element of study.
13. Students are assigned a college contact, either local or remote through email, telephone, fax or post (in the form of a personal tutor or the module leader) who can give them constructive feedback on academic performance and authoritative guidance on their academic progression.
14. Where appropriate, the college will provide regular opportunities for discussions with other students taking the same programme/module about that programme/module, both to facilitate collaborative learning (this may take the form of discussion boards through the Virtual Learning or Social Media group forums, WhatsApp Calls and group messages).
15. The college staff or authorised partner staffs will provide appropriate opportunities for the students to give formal feedback on their experience of FDL activity and the programme.
16. The college will ensure that the Staff who provide support to learners on these programmes have appropriate skills, and receive appropriate training and development.
17. The college will provide support for learners, whether delivered by BML College staff or by the staff of a support provider, or through web-based or other distribution channels, meets the expectations of the College for the quality of learner support for a programme of study leading to one of its awards.

Induction and Supervision

18. The College will give all its staffs and students an appropriate induction to the online element of the course before they commence FDL activity.
19. Students are also encouraged to do their own research and evaluate cost/benefit against campus learning and FDL.

Student Engagement with the Programme

20. The physical attendance is not required when a student is engaged in flexible or distance learning and based away from the College.
21. Student engagement and progress is measured through other means such as email contact, Virtual Learning Portal, telephone, e-Portfolio, submitted work, Skype or other appropriate means.

Students Support, Learning and Teaching

22. Students are given opportunity to raise any concerns they have before, during or after joining a program. This is clearly defined in our [Grievance and Complaints Policy](#).
23. Our teaching is designed in a manner that the student is able to build up a good relationship with his/her tutor although they are not physically present.
24. Our tutors are advised and trained to encourage and enable the student to succeed on the FDL programme.
25. By joining our FDL programs, students agree to collaborate with staff members and assigned tutors to achieve their academic goals.
26. Students are expected to do their own research and do self-learning to complete FDL modules.

27. Students are given opportunity to discuss their subject materials, questions, raise any concerns if they have and get instant feedback by calling student helpline +44 7577 340 724 (available on WhatsApp and Viber) (available 24x7) within 2 hours respond time.
28. Students are also encouraged to carry out self-learning, primary and secondary research under close supervision from the college.
29. Students are briefed about the expectations of the FDL programme and the learning outcomes which the student will achieve by completing it.
30. By joining our FDL programs, students agree to take part in technology-based learning, ensure their participation for any online sessions, webinars, telephone calls, web-based video calls, self-learning through college virtual learning materials and progress on their courses.

Assessment and Feedback

31. The College has a separate [Assessment Policy](#), a document detailing principles and policies for assessments. Same assessment policy applies to all FDL programs as well.
32. Our staffs are given training for the marking process, quality requirements, submission of work and return of feedback.
33. Students should have used learning materials and submit their complete assessments to their supervisor for feedback in timely manner. Staffs are trained on how to provide individual constructive feedback and guidance, and to illustrate the College's expectations for assessment.
34. The College also offers a range of assessment tools to help create, set and mark assignments online. Our staffs are aware that the assessment conducted through remote methods that might be vulnerable to interception or other interference. Those with responsibility for assessment are trained to assess whether a student's submitted work is the original work of that student only, particularly in cases where the assessment is conducted through remote methods.
35. Any methods, such as web-based methods or correspondence, for the transfer of their work directly to assessors are secure and reliable and that there is a means of proving or confirming the safe receipt of their work. The delivery system of the programme or element of study delivered through e-learning methods is fit for purpose, and has an appropriate availability and life expectancy.

The Virtual Learning Environment

36. The College has responsibility for updating and maintaining student Virtual Learning System ensuring the students are given support to reach learning outcomes and achieve their academic success.
37. The delivery and assessment of the FDL provision will take into account the lowest level of technology available to students and it is recommended that a minimum specification is specified, however, the College has no control over external factors such as network connection and personal equipment used by the student which may affect access to the material. Students should be made aware of the IT requirements before enrolling on the programme.

Approved by Authorised Officer of BML College of United Kingdom: November 2018 Policy last modified January 2020

We're here to help

If you have any questions, please call us +44 7577 340 724 or email us at admin@bmlcollege.com.