

Online VET Course Delivery, Monitoring And Support Policy

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Related Documents	<i>Assessment Policy</i> <i>Legislative and Regulatory Compliance</i> <i>Plan National Code Compliance</i> <i>Student Support Framework</i>		
Version	Authorised by	Approved	Effective date
1.1	Chief Executive Officer	02/02/2020	02/01/2020

Preamble

Australian College of Business Intelligence (“ACBI”) aims to offer students with an optimal education experience, equipping students with the skills and knowledge to achieve their career and academic goals. ACBI Courses are offered through multiple modes of delivery, with units delivered through class-based face-to-face learning, practical learning, and online learning. We offer students flexible learning while ensuring that we continue to target student skills, knowledge and experience.

In compliance with Standard 8 sets flexible provisions to allow online learning while maintaining appropriate standards for overseas students to comply with student visa conditions.

Definitions

ACBI – Australian College of Business Intelligence

Online Learning – Moodle

Online Units – 6.5 hours per week forms part of the mandatory twenty (20) hour per week of course time.

Mode of Delivery: face to face (13.5hours per week) and online (6.5 hours per week)

Support tutorials are face-to-face tutorials delivered by a general-support trainer to assist students with navigation and use of Moodle.

Course Delivery

- ACBI delivers courses by multiple modes of delivery including online learning, face- to-face learning, and practical learning. ACBI does not deliver any course exclusively by online learning to students.
- ACBI may deliver up to one-third of the units of a course by online learning to students. ACBI does not deliver more than one-third of the units of a course by online learning to students.
- All qualifications are delivered partially online

Guidelines on Online Learning Management System (LMS) Moodle

Student's Access to Moodle:

On the Student Orientation day all students are given their usernames & Passwords.

Online support services email is displayed at login page to solve any login issues, with support provided through the ACBI Help Desk.

At Orientation students guided through all functions of LMS. After login on the first page Students can see:

- ACBI Moodle Guide for students and trainers
- Student Orientation Programme
- Timetable face to face & Online units
- Instructions to student completing assessments.
- Online support: studentsupport@ACBI.edu.au

Online Activities: Learning Materials

Online Activities will be delivered through ACBI's online learning management system (Moodle).

Learning materials for Online Activities will be available on the online learning management system. Learning materials include:

- Structured online tasks week by week
- Videos
- Trainer communications
- PowerPoint slides
- ACBI texts
- Quizzes
- Practice exercises and activities

Students are expected to spend 6.5 hours online per week of online learning. This is included in the 20 hours of course time per week.

Moodle online task expected completion time:

- Student engagement and the amount of time they spend in the LMS is monitored through weekly engagement data reports through Moodle.

Online Activities: Student Support and Monitoring

- Students studying online are provided with a list of trainers who will support their online learning and assessment.
- Online learning support is documented in Moodle and on the course timetable against the relevant units with the nominated trainer/ assessor responsible for providing this support. Students are advised during orientation of how to access student support for any online component of a course.
- Students can also **communicate with the trainer/ assessor via Moodle** in case they have any questions or need explanation about the subject content. Information about how to do this is included in the student orientation session about the use of Moodle for the course and training link at first login to Moodle.
- Students are provided with an online timetable and other instructions which are uploaded on the Moodle on enrolment.
- In addition ACBI provides the required support and contact with students undertaking online tasks by implementing online 'announcements and communication forums' for each unit listed on our learning management system (Moodle). These forums are more like discussions boards where students and trainers can interact with each other. Students are allowed to ask questions/theories/concepts from the trainers that they cannot understand, and trainers are encouraged to help them out.

Online Activities: Monitoring Participation in the online mandatory course component (6.5 hours per week)

- Online learning hours and progress is monitored in the Moodle LMS. Participation and engagement is monitored through a weekly learner engagement activity report which will be generated by Student Administration.
- ACBI will monitor student engagement and progress in Online Activities. Interaction with online learning materials (uploads, downloads and completion of non-assessable activities), and submission of assessments will be logged by the system. Activity engagement reports will be provided to relevant academic and intervention staff on a weekly basis. This data forms part of the identification of students at risk as outlined in the Course Progress Policy and Procedures.

Standard 8, National Code of Practice for Providers of Education and Training to Overseas Students 2018 states :

- Registered providers may offer overseas students up to one-third of their course online.
- If online learning is offered, the registered provider must ensure that the overseas student is studying at least one unit that is face-to-face in each study period.
- The only exception is if the overseas student is completing the last unit of their course that is only available online.

Australian College of Business Intelligence:

- Delivers 6.5 hours per week (32.5%) of each vocational qualification by distance or via Moodle (its online portal)
- This allows students the flexibility of studying up to 32.5% of their units via online/distance.
- ACBI continually monitors the progress of the students in both online/distance and face-to-face classes to ensure all students have the maximum opportunity to progress through the course.
- For any student who fails to meet course progress requirements **normal course progress policy and procedure** will be applicable. This may result in the student being reported to the Department of Home Affairs as outlined in the Course Progress Policy and Procedures.

References

- *Education Services for Overseas Students Act 2000*
- *National Code of Practice for Providers of Education and Training to overseas Students 2018*
- *Standards for Registered Training Organisations (RTOs) 2015*

Document History:

Version	Date	Author	Reason	Sections
1.0	06/01/2016	Fabio Mejia	Original policy created	All
1.2	10/06/2018	Deirdre D'Souza	Reviewed	
1.3	02/02/2020	Fabio Mejia and Deirdre D'Souza	Reviewed	