

GUIDANCE ON MODES OF DELIVERY

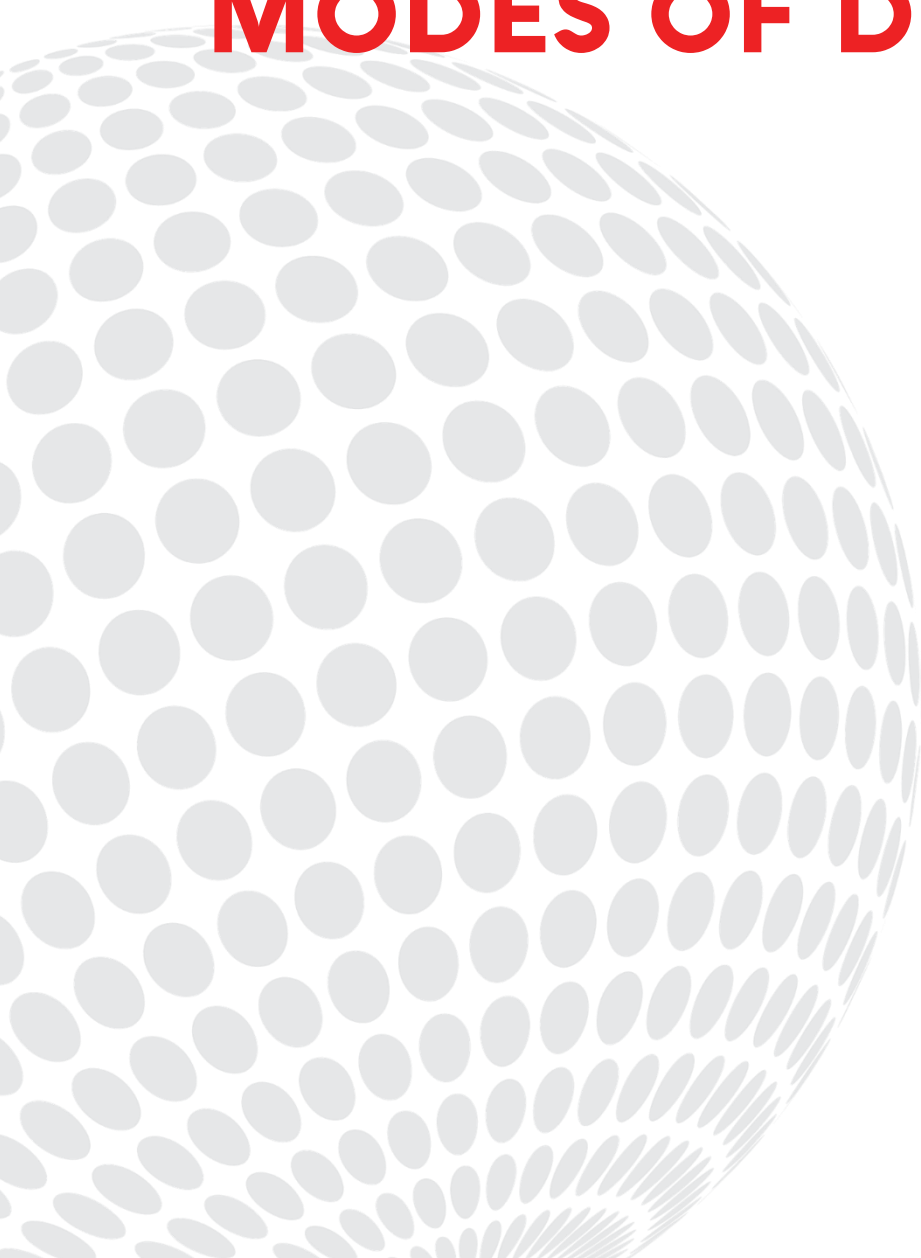


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I. INTRODUCTION

EDUK qualifications pledge to provide trustworthy and cost effective UK qualifications with the assistance of highly qualified academics and industry experts. We will provide advice and assistance to learners to ensure their continuous professional development while ensuring all administrative specifications are maintained.

We promise to maintain excellent quality standards and provide assistance to all partner centres and students to achieve their goals.

II. DEFINITION OF DISTANCE, ONLINE & BLENDING LEARNING

Distance Learning is defined as a method of teaching where the individual may not be physically present in a classroom. Learners will develop the skills of independent study with the help of virtual learning environments.

Online Learning is also known as e-learning where the tutor is available online while students perform set tasks.

Blended Learning is a blended teaching approach that allows persons to meet with their tutor on a regular basis while majority of the teaching may be conducted in a remote location.

III. INSTITUTION OR CENTRE APPROVAL

Once an Institution or Centre is granted approval you will receive all materials to deliver our qualifications. When you apply for Centre approval, you should check the blended/distance learning option under 'mode of delivery'.

III. SUGGESTIONS FOR DISTANCE, ONLINE & BLENDED LEARNING

We advise partner centres to opt for the best mode of delivery; our qualifications are available at a distance, online and blended learning. The following criteria may assist a partner centre in making a decision.

A student's needs and current commitments

A student's current living area

The type of lessons & assessment needed

The current capacity of the centre

The length of the courses

The technical capacity of the partner centre

The current resources and specialist equipment needed for a course.

The current method of support and guidance given to students.

IV. APPLICANT'S BEST MODE OF DELIVERY

Once a centre applies for centre approval they must show the necessary quality systems which are in line with the mode of delivery

V. EDUK QUALIFICATIONS EXPECTATIONS

EDUK Qualifications will grant full autonomy to partner centres in regard to minimum entry requirements. We will assess the students on a case by case basis.

- ✓ EDUK Qualifications is available to all students who to want and expand their knowledge and
- ✓ Their future career expectations.

- ✓ Applications are assessed on their individual merits but must have obtained at least 3 GCE/GCSE 'O' Levels (or its equivalent).
- ✓ They must also have a good standard of both written and spoken English.
- ✓ They must be at least 17 years of age.
- ✓ Students with work experience will be considered.
- ✓ Students with other Qualifications in others areas will be considered if they successfully pass the interview

VII. EDUK QUALIFICATIONS SPECIFICATIONS

1. Partner Centre Organizational Structure

We would like to see our partner centres having a competent organizational structure with efficient planning, decision making and course enhancements with facilities to deliver their Current course and the courses selected by the centre. All policies and process must be in place for the centre to be approved.

If any improvements need to be made decisions must be handled by the appropriate staff member. We recommend having the qualifications related material already in e-format and printed copy if needed.

If any meetings take place, all details and the time period which the meeting took place must be recorded. Any review of course material undertaken, course handbook.

2. Technical Capabilities

Once an application has been filed we will expect to see the technical capabilities to be mentioned. Methods of data protection in place and kept secure. An IT Support team available at all times or within office hours to ensure all platforms and data be kept safe. A backup system in place for all data maintained.

We will inspect the backup capabilities, the IT guidance policies and process in place and how the partner centre is prepared in the case of a system failure.

3. Support & Guidance

The academic and non-academic staff will be properly trained in all matters related to course modes of delivery. Make sure ongoing enhancement of courses as they are being conducted. All teaching must be done in a fair and just manner.

The students will be taught the consequences of plagiarism, and the teachers requested to properly reference their lecture materials. The Teachers academic qualification, the lectures materials, the handbook, and trainings.

Students are given support and guidance in developing their skills and knowledge. Students will be informed of the mode of delivery and have the required technology to follow the course. The study materials and lessons are available for the student at the given time.

When students need to pursue their independent learning all the required learning materials to be made accessible and available when they need them. The Partner Centres will have a Learning Management System.

Prior to the enrolment of students, student interviews are conducted, English language tests, syllabus, blended or online studies.

4. Development of the qualifications

A qualification must be in the phase of continuous improvement to make sure they are designed to meet industry standards and the competitive business environment. Students will develop practical skills and knowledge.

The learning outcomes and assignments given should reflect the current working environment. We encourage partner centres to have all resources available to cater to a wide variety of students taking account student with special needs.

Strategy

- A competent and concise syllabus
- Learning resources required for the course
- The style of assessments offered
- The Diversity of students enrolled to the course
- Bespoke qualifications

5. Academic Staff and Learning Practices

Partner centres are expected to have interactive and effective teacher to student interactions during the course. We strongly recommend open communication with students and peers for the duration of the course and throughout the course of the academic year in all forms of interactions whether it may be by post, face-to-face or email communication. We expect students to have access to through and easy to understand feedback. Student guidebook must be given for staff and students.

6. Assessment and Marking

Partners centres are expected to have a clear and concise mark scheme which student can give regular evaluations. Each mark scheme should be adaptable to the mode of delivery. The partner centre mode of delivery whether it be distance or blended must also undergo a period of appraisal by peers and student to ascertain if any changes must be made to the course materials, academic staff and teaching practices or mode of delivery.

- Course Appraisal Form
- Regular Course Review

VIII. CONTACT US

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