Online/Distance Delivery Policy

Dual Delivery of Subjects

The College delivers up to 25% of each vocational qualification by distance or via its online portal i.e. the Academic Support Materials portal (ASM). The ASM portal allows students the flexibility of studying up to 25% of their subjects via online/distance while at the same time offering scheduled support tutorials. The subjects which have been chosen for online/distance delivery are those subjects which the College feels can be delivered via online/distance without compromising the integrity of the overall student outcomes.

The College 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 in a manner expected by both the college and our clients.

All students are offered the option of studying the online/distance component in a face-to-face environment if the student feels that this would be more suited to their learning style. This offer is available to all students via both the online enrolment system and face-to-face enrolments.

The option to study via distance/online will be withdrawn for any student who fails to meet course progress requirements. These students will be returned to a fully face-to-face study environment. This is strictly enforced by the College’s enrolment staff and in the College’s online enrolment system.

Under the National Code international students cannot enrol in 100% distance or online study in any one term (compulsory study period). This means that students must do at least one face-to-face subject each term.

Students studying an online/distance subject receive a copy of the relevant student workbook for the subject. The College keeps accurate and up-to-date records of each student’s study pattern to ensure that they do not do more than 25% of their total course in online or distance mode.

This is ensured at the timetable selection stage.

• AIMS restricts, by the system algorithms, enrolment in more than 25% of a course in the online/distance delivery mode.

• Staff who process face-to-face enrolments receive training prior to the enrolment period in relation to how to check a student’s study pattern and how to ensure that they are not enrolling in more than 25% of their course in the online/distance delivery mode. In addition, daily staff briefings are circulated to all relevant staff during the timetable collection period reminding them of this. Spot checks of student study programs are conducted by managers supervising the process.
Online/Distance Assessment

The assessment tools are hosted on Moodle. The learning materials provided are a mixture of the College Group’s proprietary workbooks and materials and relevant web-based materials. The assessment of online/distance components of the course is through case studies, short written papers, quizzes and similar activities. Students must pass all assessments within a subject to pass the subject.

Students log into Moodle and complete the assessment tasks either through Moodle or through downloading the assessment tools completing the task and uploading the completed task. All students logins, time spent online, uploads and downloads etc. are logged by the system which can then supply activity reports as required to the relevant academic and intervention staff.

Online/Distance Delivery Platform

The ASM portal has enabled the College to deliver many of its subjects via online, distance or, in many cases, both to increase the flexibility offered to students. While the College has many of its subjects available in the online and distance formats, CRICOS students at the College can undertake no more than 25% of each qualification via these delivery methods and under no circumstances, entirely online in any study period.

In some qualifications the percentage is lower due to the fact that this qualification does not lend itself to online or distance study. Subjects not suited for online and/or distance delivery will only be offered as face-to-face subjects.

Review

This policy will be reviewed as part of the College’s three-year review cycle.