

# MANAGING DISTANCE LEARNING

Taratahi Agricultural Training Centre QMS Component			
Category:	DEVELOPMENT & DELIVERY	Policy Number:	QMS 5
Title:	Managing Distance Learning	Date Approved:	01 May 2003
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## 1. PURPOSE

It is critical that Distance Learning programmes have appropriate policies and effective systems in place for programmes to be managed and operate successfully.

This Policy sets to establish effective methods of managing Distance Learning so that client satisfaction occurs for programmes delivered by Taratahi.

## 2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

## 3. DEFINITIONS

Distance Learning refers to learning that is undertaken at a distance from Taratahi Campus and Farms and is mostly based around hard copy correspondence material or e-learning but may include learning workshops or discussion groups.

## 4. RESPONSIBILITIES

The Education Partnership Manager is responsible for all matters relating to Distance Learning Programmes.

## 5. THE PROCEDURE

### 5.1. Learning Process - School Enrolments

5.1.1. All Schools participating in a distance learning programme must agree to the proposal and sign a Memorandum of Understanding.

5.1.2. The Course Coordinator needs to ensure

- Proposals for relevant and current learning options are provided to the school.
- procedures are in place to ensure that the enrolment process is clear and easy for all parties to follow and that it is adhered to.
- A good working relationship is established between the school, the student and the tutor.
- Communication between all parties is open, accessible and efficient.
- Work is sent and received in a timely manner

- Work is tracked and marked within acceptable timeframes
- Students are supported
- Procedures are in place to identify and follow up students who are not completing work.

## 5.2. Learning Process – Adult Distance Learner

### 5.2.1. The Education Partnerships Manager must ensure

- Proposals for relevant and current learning options are provided to the Student.
- Potential students are sent relevant and current course information from which they can make an informed decision. This should be followed up within four weeks.
- procedures are in place to ensure that the enrolment process is clear and easy for all parties to follow and that it is adhered to
- Communication between all parties is open, and accessible
- Work is sent and received in a timely manner
- Work is tracked and marked within acceptable timeframes
- Students are supported
- Procedures are in place to identify and follow up students who are not completing work.

5.3. Students will be able to manage their own learning and have a range of choices where appropriate.

5.4. All facilities and opportunities made available to on Campus students will also be made available to distance learning students, including:

- Library facilities
- Staffing including - Extra tutor assistance where required.
- Evaluation processes
- Credit Transfer, APL, etc
- Academic Quality
- Access to Student loans, allowances and scholarships where appropriate.
- Marking, recording of marks and reporting of marks to students.

5.5. Communication Access –Students are able to contact Taratahi through email, the web page or the 0800 TARATAHI free phone number. Self stamped envelopes are also supplied for distance learners.

5.6. Resourcing - Resourcing of Distance Learning students is part of the education budget.