

ONLINE AND DISTANCE DELIVERY POLICY

PREAMBLE

Online learning offers the student a level of flexibility to their studies that the College considers important. Together with the more traditional forms of learning, online learning can enhance the student's educational experience. The National Code allows the College to offer students up to one-third of the course online. This Policy outlines the College's online and distance education and how it is offered, implemented and assessed.

DEFINITIONS AND ACRONYMS

“**AIMS**” means Australian Pacific College's Information Management System.

“**College**” means Australian Pacific College, English Unlimited and Australian Pacific Travel and Tourism.

“**CRICOS**” means the Commonwealth Register of Institutions and Courses for Overseas Students as prescribed by section 10 of the Education Services for Overseas Students Act 200 (Cth)

“**ESOS Act**” means the Education Services for Overseas Students Act 2000

“**EYES**” means Enhance Your Employability Skills

“**National Code**” means the National Code of Practice for Providers of Education and Training to Overseas Students 2018

“**Policy**” means this Online and Distance Delivery Policy

“**SET**” means Subject Enhancement Tutorial

“**Study period**” means:

- a. for ELICOS courses: the lesser of 6 months or half the length of the Confirmation of Enrolment for the course; and
- b. for VET courses: one (1) term, or where the course is one (1) term in length or shorter, two (2) consecutive subjects.

“**VET**” means vocational education and training.

1. DUAL DELIVERY OF SUBJECTS

- 1.1 The College does not deliver any courses exclusively either by way of online or distance learning to a student.

- 1.2 The College delivers up to one-third of each vocational qualification by distance or via its learner management system i.e. Google Classrooms. This allows students the flexibility of studying up one-third of their subjects via online/distance while at the same time offering scheduled face-to-face 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 outcome.
- 1.3 The College does not offer any online or distance learning for ELICOS students.
- 1.4 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 its students.
- 1.5 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.
- 1.6 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.
- 1.7 The College ensures that in each compulsory Study Period for a course, the student is studying at least one unit that is not online/distance learning, unless the student is completing the last unit of their course. This means that students must do at least one face-to-face subject each term.
- 1.8 Students studying an online/distance subject attend 2 hours of face-to-face tutorials per week to support their online study. They also receive a copy of the relevant student workbook for the subject.
- 1.9 The College keeps accurate and up-to-date records of each student's study pattern to ensure that they do not do more than one-third of their total course in online or distance mode. This is done when the student selects their timetable each term. There are two different ways students are able to select their timetable. They can use our online student portal (AIMS) or attend a face-to-face enrolment session.
 - a) Students who elect to enrol each term using AIMS are restricted by the system's algorithms from enrolling in more than one-third of their course in the online/distance delivery mode.
 - b) Staff who process face-to-face enrolments receive training prior to the enrolment period on how to check a student's study pattern and how to ensure that they are not enrolling in more than one-third 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.



1.10 The College recommends the following pattern of enrolment for students who wish to access the online/ distance learning program:

Qualification	Number of subjects that can be studied via online/distance courses						Percentage of total course taken Online/distance
	1st term	2nd term	3rd term	4th term	5th term	6th term	
ACCOUNTING COURSES							
Certificate IV in Accounting FNS40615	1	1	1	1	n/a	n/a	33.3%
Diploma of Accounting FNS50215	1	1	1	1	n/a	n/a	33.3%
Advanced Diploma of Accounting FNS60215	1	1	1	1	n/a	n/a	33.3%
BUSINESS COURSES							
Certificate II in Business BSB20115	1	n/a	n/a	n/a	n/a	n/a	25%
Certificate III in Business BSB30115	1	1	n/a	n/a	n/a	n/a	33.3%
HOSPITALITY COURSES							
Certificate III in Hospitality SIT30616	1	1	1	n/a	n/a	n/a	33.3%
Certificate IV in Hospitality SIT40416	1	1	1	1	n/a	n/a	33.3%
Diploma of Hospitality Management SIT50416	1	1	1	1	1	1	33.3%
HUMAN RESOURCES COURSES							
Certificate IV in Human Resources BSB41015	1	1	1	0	n/a	n/a	30%
Diploma of Human Resources Management BSB50615	1	1	n/a	n/a	n/a	n/a	33.3%
Advanced Diploma of Management (Human Resources) BSB60915	1	1	0	n/a	n/a	n/a	33.3%
I.T. COURSES							
Diploma of Systems Analysis and Design ICA50815	1	1	1	1	n/a	n/a	33.3%
MARKETING COURSES							
Certificate IV in Marketing and Communication BSB42415	1	1	1	1	n/a	n/a	33.3%
Diploma of Marketing and Communication BSB52415	1	1	1	1	n/a	n/a	33.3%
Advanced Diploma of Marketing and Communication BSB61315	1	1	1	1	n/a	n/a	33.3%

Diploma of Social Media Marketing 10118NAT	1	1	1	0	n/a	n/a	30%
MANAGEMENT COURSES							
Diploma of Leadership and Management BSB51915	1	1	1	1	n/a	n/a	33.3%
Advanced Diploma of Leadership & Management BSB61015	1	1	1	1	n/a	n/a	33.3%
Certificate IV of Leadership and Management BSB42015	1	1	1	1	n/a	n/a	33.3%
PROJECT MANAGEMENT COURSES							
Certificate IV in Project Management Practice BSB41515	1	1	n/a	n/a	n/a	n/a	33.3%
Diploma of Project Management BSB51415	1	1	1	1	n/a	n/a	33.3%
Advanced Diploma of Program Management BSB61215	1	1	1	0	n/a	n/a	27.27%
TESOL COURSE							
Certificate IV in Communicative TESOL 10298NAT	1	1	n/a	n/a	n/a	n/a	33.3%
TOURISM COURSES							
Certificate III in Travel SIT30216	1	1	1	n/a	n/a	n/a	25%
Diploma of Travel and Tourism Management SIT50116	1	1	1	1	0	0	25%

2. ONLINE/DISTANCE LEARNING MATERIALS AND ASSESSMENT

- 2.1 The learning materials for online/distance courses provided are a mixture of the College'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, reports and similar activities. Students must pass all assessments within a subject to pass the subject. The assessment tools for online/distance courses are hosted on the Learner Management System.
- 2.2 Students log into the Learner Management System and complete the assessment tasks then submit the completed tasks/assessments by uploading them onto the Learner Management System.

3. ONLINE/DISTANCE DELIVERY PLATFORM

- 3.1 The use of the Learner Management System has enabled the College to deliver many of its subjects online, via distance learning or, in many cases, both to increase the flexibility offered to students.

3.2 In some qualifications the percentage of courses offered online or by way of distance learning is lower due to the fact that that particular 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.

3.3 The College takes reasonable steps to offer its online/distance courses at no additional cost to the student. It offers scheduled face-to-face support tutorials for all students undertaking online/distance courses.

4. WEEKLY SCHEDULED HOURS

4.1 All international students will attend the following 20 hours scheduled of study each week:

Course	Lectures	Tutorials
Certificate II in Business	10 hours of lecture Subject 1 (face-to-face)	8 hour tutorial Subject 1 (face-to-face) SET 2 hour EYES tutorial (face-to-face)
Certificate III in Business	3 hour lecture Subject 1 (face-to-face) 3 hour lecture Subject 2 (face-to-face) 4 hour online/distance Subject 3* (online/distance)	3 hour tutorial Subject 1 (face-to-face) SET 3 hour tutorial Subject 2 (face-to-face) SET 2 hour tutorial Subject 3 (face-to-face) 2 hour EYES tutorial (face-to-face)
Certificate IV in Marketing and Communication	3 hour lecture Subject 1 (face-to-face) 3 hour lecture Subject 2 (face-to-face) 4 hour online/distance Subject 3* (online/distance)	3 hour tutorial Subject 1 (face-to-face) SET 3 hour tutorial Subject 2 (face-to-face) SET 2 hour tutorial Subject 3 (face-to-face) 2 hour EYES tutorial (face-to-face)
Diploma and Advanced Diploma of Leadership and Management	6 hour lecture (face-to-face) 4 hour online/distance Subject ^ (online/distance)	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject (face-to-face) 2 hour EYES tutorial (face-to-face)
Certificate IV of Leadership and Management	3 hour lecture Subject 1 (face-to-face) 3 hour lecture Subject 2 (face-to-face) 4 hour online/distance Subject 3* (online/distance)	3 hour tutorial Subject 1 (face-to-face) SET 3 hour tutorial Subject 2 (face-to-face) SET 2 hour tutorial Subject 3 (face-to-face) 2 hour EYES tutorial (face-to-face)
Diploma and Advanced Diploma of Marketing and Communication	6 hour lecture (face-to-face) 4 hour online/distance Subject * (online/distance)	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject (face-to-face) 2 hour EYES tutorial (face-to-face)
Diploma of Social Media Marketing	3 hour lecture Subject 1 (face-to-face) 3 hour lecture Subject 2 (face-to-face) 4 hour online/distance Subject 3* (online/distance)	3 hour tutorial Subject 1 (face-to-face) SET 3 hour tutorial Subject 2 (face-to-face) SET 2 hour tutorial Subject 3 (face-to-face) 2 hour EYES tutorial (face-to-face)
Certificate III in Travel and Diploma of Travel and Tourism Management	4 hour lecture Subject 1 (face-to-face) 4 hour lecture Subject 2 (face-to-face) 4 hour lecture Subject 3 (face-to-face) 4 hour lecture Subject 4 (face-to-face) 4 hour online/distance Subject 5* (online/distance)	2 hour EYES tutorial (face-to-face)
Diploma of IT (Systems Analysis and Design)	3 hour lecture Subject 1 (face-to-face) 3 hour lecture Subject 2 (face-to-face) 4 hour online/distance Subject 3* (online/distance)	3 hour tutorial Subject 1 (face-to-face) SET 3 hour tutorial Subject 2 (face-to-face) SET 2 hour tutorial Subject 3 (face-to-face) 2 hour EYES tutorial (face-to-face)
Certificate IV, Diploma and Advanced Diploma of Accounting	6 hour lecture (face-to-face) 4 hour online/distance Subject ^ (online/distance)	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject(face-to-face) 2 hour EYES tutorial (face-to-face)

Certificate III, Certificate IV and Diploma of Hospitality Management	4 hour lecture Subject 1 (face-to-face) 4 hour lecture Subject 2 (face-to-face) 4 hour lecture Subject 3 (face-to-face) 4 hour lecture Subject 4 (face-to-face) 4 hour online/distance Subject 5* (online/distance)	2 hour EYES tutorial (face-to-face)
Certificate IV, Diploma and Advanced Diploma in Human Resources Management	6 hour lecture (face-to-face) 4 hour online/distance Subject ^ (online/distance)	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject (face-to-face) 2 hour EYES tutorial (face-to-face)
Certificate IV Diploma and Advanced Diploma in Project/Program Management	6 hour lecture (face-to-face) 4 hour online/distance Subject ^ (online/distance)	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject (face-to-face) 2 hour EYES tutorial (face-to-face)
Certificate IV in Communicative TESOL	8 hour lecture Subject 1 (face-to-face) 8 hour lecture Subject 2 (face-to-face) 3 hour online/distance Subject ^ (online/distance) 1 hour practicum (face-to-face)	

* Students may elect to study all subjects as face-to-face subjects.

^ Students may elect to study all face-to-face subjects, in which case the student will be scheduled for 9 hours of lectures, 9 hours of SET and 2 hours of EYES per week

NOTE: Attendance is recorded at all lectures and tutorials

POLICY REVIEW

This Policy will be reviewed as part of the College's three yearly review.

RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
Commonwealth	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Education Services for Overseas Students Act 2000 (Cth)

KEYWORDS

Keywords	online learning, distance education, face-to-face
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Online and Distance Delivery Policy v2.7R	August 2016	Sharon Luhr	Original Document
Online and Distance Delivery Policy v2.8R	June 2018	Sara Gaudry	Full update in accordance with the Policy and Procedure Template v1.0, Guidelines for Drafting Policies and Procedures v1.0 and the National Code



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