

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The option to study via distance/online will be withdrawn for any student who fails to meet course progress requirements.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 attend 2 hours of face-to-face ASM tutorials per week to support their study. They also 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 each term. Students are able to select their timetable by two methods, using our online student portal (AIMS) or attending a face-to-face enrolment session.

- Students who elect to enrol each term using AIMS are restricted by the system algorithms from enrolling in more than 25% of their 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.

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

Qualification	Number of Online/Distance subjects enrolled in						Total % of Online/distance
	1 st term	2 nd term	3 rd term	4 th term	5 th term	6 th term	
ACCOUNTING COURSES							
Certificate IV in Accounting FNS40610	1	1	1	1	n/a	n/a	25%
Certificate IV in Accounting FNS40611	1	1	1	1	n/a	n/a	25%
Diploma of Accounting FNS50210	1	1	0	n/a	n/a	n/a	22%
Advanced Diploma of Accounting FNS60210	1	1	0	n/a	n/a	n/a	25%
BUSINESS COURSES							
Certificate II in Business BSB20107	1	n/a	n/a	n/a	n/a	n/a	25%
Certificate II in Business BSB20112	1	n/a	n/a	n/a	n/a	n/a	25%
Certificate III in Business BSB30107	1	0	n/a	n/a	n/a	n/a	17%
Certificate III in Business BSB30110	1	0	n/a	n/a	n/a	n/a	17%
Certificate III in Business BSB30112	1	0	n/a	n/a	n/a	n/a	17%
HOSPITALITY COURSES							
Certificate III in Hospitality SIT30707	1	1	0	n/a	n/a	n/a	22%
Certificate III in Hospitality SIT30712	1	1	0	n/a	n/a	n/a	18%
Certificate IV in Hospitality SIT40307	1	1	1	0	0	n/a	20%
Certificate IV in Hospitality SIT40312	1	0	1	1	n/a	n/a	17.5%
Diploma of Hospitality SIT50307	1	1	1	1	0	0	21%
Diploma of Hospitality SIT50312	1	1	1	1	0	0	17%
I.T. COURSES							
Diploma of Information Technology (Systems Analysis and Design) ICA50805	1	1	1	1	0	0	19%
Diploma of Systems Analysis and Design ICA508011	1	1	1	0	n/a	n/a	25%
MARKETING COURSES							
Certificate IV in Marketing BSB41307	1	1	0	n/a	n/a	n/a	25%
Diploma of Marketing BSB51205	1	1	0	0	n/a	n/a	18%
Advanced Diploma of Marketing BSB60507	1	1	0	0	n/a	n/a	18%
MANAGEMENT COURSES							
Diploma of Management BSB51107	1	1	0	n/a	n/a	n/a	25%
Advanced Diploma of Management BSB60407	1	1	0	n/a	n/a	n/a	25%
TOURISM COURSES							
Certificate III in Tourism (Retail Travel Sales) SIT30207	1	1	0	n/a	n/a	n/a	10%
Certificate III in Travel SIT30312	1	1	1	n/a	n/a	n/a	25%
Diploma of Tourism SIT50107	1	1	1	1	n/a	n/a	25%
Diploma of Travel and Tourism SIT50313	1	0	1	n/a	n/a	n/a	18%

Online/Distance Assessment

The assessment tools are hosted on Moodle. The learning materials 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, 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.

Weekly Scheduled hours

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

Course	Information	Lectures	Tutorials
Certificate II in Business	This course has four subjects and is delivered a subject at a time, with each subject lasting 3 weeks. One subject is delivered online*.	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	This course has six subjects delivered across two terms and only one is studied in an online/distance* mode.	3 hour lecture Subject 1 (face-to-face) 3 hour lecture Subject 2 (face-to-face) 4 hour online/distance Subject 3* (online/distance) ASM	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) TASM 2 hour EYES tutorial (face-to-face)
Certificate IV of Marketing	This courses each have eight subjects delivered across three terms and only two per course are studied in an online/distance* mode.	3 hour lecture Subject 1 (face-to-face) 3 hour lecture Subject 2 (face-to-face) 4 hour online/distance Subject 3* (online/distance) ASM	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) TASM 2 hour EYES tutorial (face-to-face)
Diploma and Advanced Diploma of Management	This course is delivered a subject at a time with each face-to-face subject lasting 4 weeks and each online subject lasting a term. They have eight subjects each, with two being studied in an online/distance mode.	6 hour lecture (face-to-face) 4 hour online/distance Subject ^ (online/distance) ASM	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject (face-to-face) TASM 2 hour EYES tutorial (face-to-face)
Diploma and Advanced Diploma of Marketing	This course is delivered a subject at a time with each face-to-face subject lasting 4 weeks and each online subject lasting a term. They have eleven subjects each, with two being studied in an online/distance mode.	6 hour lecture (face-to-face) 4 hour online/distance Subject * (online/distance) ASM	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject (face-to-face) TASM 2 hour EYES tutorial (face-to-face)
Certificate III and Diploma of Tourism (SIT07)	These courses have twelve and fourteen subjects respectively with three being studied in an online/distance mode.	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 online/distance Subject 4* (online/distance) ASM	1 hour tutorial Subject 1 (face-to-face) SET 1 hour tutorial Subject 2 (face-to-face) SET 1 hour tutorial Subject 3 (face-to-face) SET 1 hour tutorial Subject 4 (face-to-face) TASM
Certificate III in Travel and Diploma of Travel and Tourism (SIT12)	These courses have 11 subjects respectively with 3 being studied in an online/distance mode.	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 online/distance Subject 4*	1 hour tutorial Subject 1 (face-to-face) SET 1 hour tutorial Subject 2 (face-to-face) SET 1 hour tutorial Subject 3 (face-to-face) SET 1 hour tutorial Subject 4 (face-to-

Course	Information	Lectures	Tutorials
		(online/distance) ASM	face) TASM
Diploma of IT (Systems Analysis and Design) (ICA05)	This course has 21 subjects with four being studied in an online/distance mode.	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) ASM	N/A
Diploma of Systems Analysis and Design (ICA11)	This course has 11 subjects with two being studied in an online/distance mode.	3 hour lecture Subject 1 (face-to-face) 3 hour lecture Subject 2 (face-to-face) 4 hour online/distance Subject 3^ (online/distance) ASM	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) TASM
Certificate IV, Diploma and Advanced Diploma of Accounting (FNS10)	These courses are delivered a subject at a time with each face-to-face subject lasting 4 weeks and each online subject lasting a term. The courses have twelve, nine and nine subjects respectively, with three being delivered in an online/distance mode in the Certificate IV and two being delivered in an online/distance mode in the Diploma and Advanced Diploma.	6 hour lecture (face-to-face) 4 hour online/distance Subject ^ (online/distance) ASM	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject(face-to-face) TASM 2 hour EYES tutorial (face-to-face)
Certificate III, Certificate IV and Diploma of Hospitality (SIT07)	These courses are delivered a subject at a time with each face-to-face subject lasting 4 weeks and each online subject lasting a term. The courses have nine, fifteen and nineteen subjects respectively, with two being delivered in an online/distance mode in the Certificate III and three being delivered in an online/distance mode in the Certificate IV and four being in an online/distance mode in the Diploma.	6 hour lecture (face-to-face) 4 hour online/distance Subject ^ (online/distance) ASM	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject(face-to-face) TASM 2 hour EYES tutorial (face-to-face)
Certificate III, Certificate IV and Diploma of Hospitality (SIT12)	These courses are delivered a subject at a time with each face-to-face subject lasting 4 weeks and each online subject lasting a term. The courses have eleven, seventeen and twenty-three subjects respectively, with two being delivered in an online/distance mode in the Certificate III and three being delivered in an online/distance mode in the Certificate IV and four being in an online/distance mode in the Diploma.	6 hour lecture (face-to-face) 4 hour online/distance Subject ^ (online/distance) ASM	6 hour tutorial (face-to-face) SET 2 hour tutorial for online/distance subject(face-to-face) TASM 2 hour EYES tutorial (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, tutorials and ASM sessions.

Review

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