Virtu Design Institute Pty Ltd (ABN 31 154 273 757) trading as
APC Design School | **RTO Code:** 40530

Young Rabbit Pty Ltd (ABN 28 003 381 182) trading as Australian Pacific College
RTO Code: 90396 | **CRICOS Provider Code:** 01331F

www.apc.edu.au - info@apc.edu.au

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 and APC Design School.

"**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 2000 (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.

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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 up to 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

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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 students who wish to access the online/distance learning program follow the pattern of enrolment set out in clause 1 of the Appendix to the Online and Distance Delivery Policy v1.0.

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.

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4. WEEKLY SCHEDULED HOURS

4.1 All international students will attend 20 hours of scheduled of study each week as set out in clause 2 of the Appendix to the Online and Distance Delivery Policy v1.0.

POLICY REVIEW

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

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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)

RELATED POLICIES AND PROCEDURES
This document references the following College policies and/or procedures:

Related Policies and Procedures	
Procedures	Appendix to the Online and Distance Delivery Policy

KEYWORDS

Keywords	online learning, distance education, face-to-face

POLICY OWNER

Owner	Principal Academic Manager

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	August 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
Online and Distance Delivery Policy v2.9(APC/APC Design School)	October 2020	Sara Gaudry	Update of letterhead, removal of English Unlimited and APTT and addition of APC Design School.