



GURU GOBIND SINGH KHALSA COLLEGE

**BTEC BLENDED LEARNING POLICY &
PROCEDURES
2020-2021**

Centre Number: 16810

Date: November 2020

Version 1.0

Review date: September 2021

DEFINITIONS

Blended Learning: “Blended learning is a formal approach to education that creates an integrated learning environment where face-to-face and online teaching and learning become complementary, with the purpose of giving learners a more diverse and engaging learning experience” – Pearson

Aim:

1. To ensure that blended learning delivery meets the guidelines set by the awarding organisation (Pearson)
2. To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners

In the case of a national or local lockdown, or temporary total or partial school closure due to Covid-19, GGSK College will:

- Teach online using Zoom, following the current school timetables. This will allow all required teaching hours to be delivered;
- Ensure the assessment plans will be amended to reflect any closures, where/if necessary;
- In line with the school’s remote learning policy, work will be uploaded onto Satchel, where students will have access to all the necessary assignments;
- Ensure Satchel is the platform for providing feedback on assignments to learners and will be provided in a timely manner.
- Ensure Satchel and student email will enable learners to contact teaching staff to ask questions, which will be replied to in a timely manner;
- Ensure when leavers submit work, measures are taken to ensure the work is authentic and has been completed by the learner. Work will be submitted through Turnitin, to enable work to be checked for plagiarism.
- Ensure learners either sign the learner declaration, or state “ I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice”, when handing in work remotely.

- Ensure assignments are set in face-to-face sessions, including remotely if necessary, and deadlines are clear.
- Ensure Internal Verification of work will be carried out remotely, if necessary.
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement (see Assessment and Internal Verification Policy)
- Ensure interim grades are entered on Edexcel Online as units finish, as per the assessment plan.

Adaptations to delivery

Units with practical elements will be prioritised on school premises, as units which are theory based can be easily transitioned to remote teaching.

For hardware assessment requirements, the learners can provide evidence on how they would carry out the installation/set up.

For units where specific software is required, we will investigate software licensing so that the learners can be given a copy of the software or access the software online from home.

Remote learning platforms

Prior to commencing remote learning lessons, teachers should ensure that they, and the students, are set up on the correct platforms, to ensure a smooth transition between school and home learning.

ZOOM

Teachers should ensure

- they have access to Zoom on the computer(s) they will use for remote learning
- students have access to Zoom from home and a parental consent form has been received to allow students to participate in remote lessons
- they send students Zoom lesson login details through the comment section and not on the public pages
- they use waiting rooms to check the correct students are attending and no-one else

- they call home if students are absent, in line with schools attendance policy

Satchel

Teachers should ensure

- they have a Satchel login
- all students have access to Satchel
- all students know how to use Satchel

Turnitin

Teachers should ensure

- students have access to Turnitin
- deadlines for work are set up according to the assessment plan
- work submitted is below the acceptable Turnitin level of 25%

This policy should be read in conjunction with the Assessment and IV Policy.

Signed:

A handwritten signature in black ink, appearing to read 'A. Toor'. The letters are stylized and connected, with a prominent flourish at the end of the word 'Toor'.

Mr A Toor

(Head of Centre)