



Blended Learning Policy

Aims:

1. To ensure that blended learning delivery meets the guidelines set by the awarding organization.
2. To ensure that assessment methodology is **valid, reliable**, and does not disadvantage any group or individual learner.
3. To ensure that blended learning delivery is suited to student needs.

Policy Guidelines:

To achieve these aims, the **centre** will:

- Ensure that teaching, delivery, and assessment **staff** are scheduled to support learners
- Ensure that teaching, delivery, and assessment **staff** are experienced and can support the students
- Ensure that the **students** are consulted in the development of blended learning and delivery.
- **Provide Timely Feedback:** Establish a process for managing assignment feedback, ensuring that questions are answered constructively, and feedback is provided promptly.
- **Assignment Clarity:** Ensure that assignment guidelines, expectations, and deadlines are clearly communicated during face-to-face sessions.
- **Maintain Academic Integrity:** Implement measures to verify that submitted work is **authentic** and completed by the learner.
- **Secure Assessment Records:** Maintain and store all assessment and internal verification records in compliance with the **Pearson Centre Agreement**.
- **Prevent Malpractice:** Conduct **regular staff training** and implement measures to prevent and detect malpractice related to different delivery and assessment methods.
- **Educate Learners on Malpractice:** Ensure that students understand the importance of academic integrity, including the consequences of **plagiarism** and other forms of malpractice
- The expectations for online learning at LBBA have been jointly devised with the help of the student representatives and LBBA students. Your learning experience is delivered through a combination of online teaching and classroom- based learning.



Expectations for your Online Learning at LBBA

- Students will have **access** to lecturers during online learning.
- Students must keep their **cameras** on during lectures.
- Students must display their **full names** on the screen.
- Proper **attire and professional behaviour** are expected.
- Active **engagement and participation** are required during online sessions.
- Students can ask for **support** during the break or end of the online lecture
- Students **cannot** take photos or videos during online sessions
- Students must refer to the **portal**.
- Students are encouraged to provide **feedback** to the college
- Students **will be encouraged** to take notes.
- Students will maintain **attendance** for both online and face to face lectures and this will be in equal ratio
- Students will have planned **feedback** built into the course
- Students will have online **administrative** support

Use Zoom for Online Lectures: Learners will attend online lectures via **Zoom** as part of their blended learning experience.

- **Ensure Inclusive Learning Materials:** Learning materials must be **accessible, inclusive, relevant, and up to date**, supporting diverse learning styles.
- **Maintain a Safe Learning Environment:** Establish clear **safeguarding expectations** for both face-to-face and online delivery to protect staff and students.
- **Regular Policy Review:** The blended learning policy will be regularly **reviewed and evaluated** to ensure it meets students' needs and maintains high academic standards.
- **Utilize Effective Technologies:** Implement **appropriate technologies and instructional methods** to enhance student learning.

This policy ensures that blended learning at **London Bridge Business Academy** maintains high-quality **teaching, learning, and assessment standards** while providing students with a **flexible, supportive, and engaging** educational experience face to face and online.