



LEARNING WORKS' LWP18: LEARNING RESOURCES and STUDENT SUPPORT POLICY

TYPE: Policy
SUBJECT: Learning Resources and Student Support Policy
REFERENCE: LWP18
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APPROVED BY The Board of Directors
All students will be required to attend an induction session which in turn must include the following points for discussion: 1. Programme <ul style="list-style-type: none">• Programme Aims;• Programme structure and scheduling;• Titles of Modules;• Number of Modules .

2. The Student Handbook

The Student Handbook focuses on the rights, responsibilities and duties of course participants apart from giving information about Learning Works and its obligations. This handbook highlights the mission statement of the institution and its commitment to respect and value diversity. It sets ground rules for students ranging from obligations to keep cameras switched on during online sessions to the signing of consent forms. Use of artificial intelligence and academic integrity are prominently featured. The internal quality measures adopted by Learning Works are indicated together with the marking system. Information is also given about the Virtual Learning Environment (VLE) in use at the institution. The Handbook also includes the list of policies published by the institution on its website.

3. Academic staff

Names of academic staff members are disseminated through the programme schedule.

4. How to use the virtual learning environment

Practical information on how to upload assignments on the learning platform is given. Additionally, students are given the opportunity of one-to-one explanations should they experience difficulties in accessing and using the VLE.

5. Front page of assignment

Details of the contents of the front page of assignments are highlighted. These include the name and surname of the students, the group number, the module title, the date and the number of pages.

6. Responsibility for learning

Students are informed that they are responsible for their own learning and need to carry out independent study to further their knowledge. If students do not understand tasks set to them or issues tackled during the teaching process, they are to ask their teachers to explain further.

7. Library facilities

Students following Level 5 courses and upwards have access to an online library, Perlego.

8. Practice Placements

A number of courses have practice placements as an integral part of the course. During the induction session, course participants are duly informed about these placements.

9. Assistance to Students

An important mechanism to the success of a course/programme will be making sure that student academic, pastoral and personal development needs are met.

Academic staff are willing to support students and solve any academic issues they might have. The Administrative staff of Learning Works are ready to support students with personal queries. Other issues are referred to the IQA team for their assistance.

10. Student Support

Further references to Student Support are to be found in Learning Works' Policy number 15 .

Charlo Bonnici

CEO