



TYPE: POLICY AND PROCEDURE

SUBJECT: ONLINE and BLENDED LEARNING POLICY  
REFERENCE: LWP19

DATE OF POLICY: 21<sup>st</sup> OCTOBER 2020

LAST REVIEWED: 7<sup>th</sup> APRIL 2025

APPROVED BY: THE BOARD OF DIRECTORS

## **Scope**

Learning Works uses online/blended learning to support experiences that are flexible, responsive and effective and meet the needs of its students.

## **Definitions**

Online/elearning:

The terms online/elearning refer to a form of education in which teachers and students are physically separated.

Blended Learning:

The term blended learning is commonly referred to as a combination of face-to-face learning along with elearning. The ratio between face-to face and online learning is decided by the educator and/or the programme on the basis of the related pedagogical principles and the needs of the programme.

Synchronous Learning:

When the educator and the learners engage in real time through web-conferencing tools such as Zoom.

Asynchronous Learning:

This type of learning involves students working separately at different times, often using recorded lessons or online resources.

## **Different forms and services**

Learning Works includes both synchronous and asynchronous modes of delivery of its

training and learning programmes when the term online learning is being referred to. Synchronous learning sessions are recorded with recorded sessions being available on demand. The institution uses Zoom for online teaching with students being given a password to access sessions.

The institution uses Moodle as its Virtual Learning Platform (VLE). Moodle is scalable, avoids vendor lock-in and it has a service level agreement with SEASUS that ensures that students can access the platform 24/7. It also offers students attending higher level courses the facilities of an online library, Perlego.

Online learning is governed by ethical and legal considerations enabling it to be in line and in conformity with GDPR provisions.

### **Policy and Procedures**

Online and blended learning are part of the institution's vision. The policy and procedures pertaining to online and blended learning are the responsibility of the Head of Institution of Learning Works. The training programmes are designed in accordance with the standards and requirements set by the Malta Further and Higher Education Authority (MFHEA) in the Referencing Report, 2024 and in the Guidelines for Quality Assurance for Online Learning Providers in Malta, 2021 and the External Quality Assurance Provider Accreditation Manual for Higher Education Institutions, 2018.

### **Orientation Sessions**

Both academic staff and students are given orientation sessions on how to use the VLE to the best of their advantage. Academic staff use the VLE to post assignments and results of marking as well as to do the attendance. Students upload assignments on the VLE. Support for students and academic staff is available in person and during working hours as well as through email, on the phone or through video conferencing from the Student and Lecturer Support Officer of Learning Works

### **Technical Assistance**

Staff and students can further benefit from technical assistance given by the IT Department of the Vassallo Group. HIVE, a third-party ICT specialist provides technical assistance for the website while Moodle is supported by SEASUS as indicated above.

### **Use of Technology**

Forum discussions are used to enable students to collaborate in asynchronous modes of learning. During sessions, students may be placed in breakout rooms where they work in pairs or groups and then give feedback to the rest of the class in this way ensuring that collaboration takes place at various stages and levels. Academic staff often use videos to assist learning and present case studies for discussion in synchronous mode. Some facilitators also resort to Mentimeter and other technologies to assess student attention and learning.

### **Plagiarism Policy**

As indicated in Learning Works' Policy on Academic Integrity, (LWP08), plagiarism, intentional or not, is not permissible. Learning Works has its plagiarism software, *Turnitin* to detect this. The use of AI needs to be carried out judiciously since submitting work produced by AI results in plagiarism with *Turnitin* denoting this accordingly.

### **Student Feedback**

The institution collects student feedback, through a questionnaire, about the learning process at the end of every module to ensure that the teaching/learning process whether online or blended is carried out effectively.

Charlo Bonnici

CEO