



BTEC Blended Learning Policy

Responsible Committee:	Great Wyrley Local Advisory Board
Policy Coordinator:	Deputy Headteacher
Date devised by Board of Directors:	October 2020
Next review date:	October 2021

Aim:

- To ensure that the centre, Great Wyrley Academy, provides learners with appropriate learning experiences during periods of working off site
- To ensure that all learners have appropriate access to learning through periods of working off-site
- To continue to provide a secure, accurate and accessible audit trail to ensure that individual learner's evidence is authentic
- To provide accurate and internally verified assessments within agreed timescales that enable learners to progress through their qualification.

In order to do this, Great Wyrley Academy, via programme leaders, will:

- Prepare support and resources for learners that offer appropriate learning experiences for each assignment brief within the unit being studied whilst off-site
- Consider the needs of individual learners in terms of their access to research to prepare for assessment and where this is not possible provide a range of written resources for the same purpose
- Be available to learners within the agreed centre timetable to ensure learners are making progress toward deadlines for assessment
- Provide resources for the preparation for examinations through practice papers
- Provide feedback of performance in practice examination papers and give guidance as to means of improvement.
- Maintain accurate records of each learners' periods when off-site
- Keep practice examination papers and record performance of each learner
- Ensure a copy of all records are available for the Quality Nominee
- Provide an appropriate time for each assignment within the periods when learners are not off-site
- Ensure that all learners complete signed authentication statements at the time of handing in assignments
- Consider how best to provide feedback on assessment when assessment is followed by a period off-site so that learners are kept informed of their progress through the qualification
- Update assessment plans whenever off-site activities intervene and provide a copy of this for the Quality Nominee

Programme Leaders will ensure the Quality Nominee is fully informed via electronic copies of results.

See also school calendar that includes all relevant key dates for examination periods.

Essential Further guidance

Pearson Information manual: <https://qualifications.pearson.com/en/support/support-topics/centre-administration/information-manual.html>