CHRISTIAN HERITAGE COLLEGE

POLICY: External Delivery of Units

Policy Group(s):	Group B: Academic – 1: Students (Ref: B1/0709.1-0617)
Related Policy:	Examinations Grievance Policy and Procedures for Domestic Students – Academic Grievances Grievance Policy for Overseas Students Internal Moderation of Unit Exit Results Invigilation of External Exams Unit Outlines
Commencement Date:	July 2009 **Review Date:** June 2022

POLICY STATEMENT

Intent:

Christian Heritage College (CHC) is committed to providing a transformational learning experience to all students regardless of their mode of enrolment. CHC recognises that many students are unable to attend scheduled on-campus activities owing to work or family commitments or distance of place of residence from the campus. Therefore, CHC delivers many of its units via external mode. CHC is committed to ensuring the quality of delivery whether students access internal or external delivery modes of study. This policy provides the requirements of units offered in external mode.

Scope:
Restrictions: Overseas students studying in Australia under a Student Visa
Exclusions: Nil

Objectives:
1. To provide guidelines on design of external learning resources.
2. To provide guidelines on delivery of external learning resources.

Policy Provisions:

1. **General**

   1.1. The online *Unit Selection Form* will indicate whether or not a unit is offered in external mode in the particular semester.

   1.2. In any semester, a domestic student may enrol in any mode in which the unit is offered.

   1.3. Despite provision 1.2 and in accordance with the *National Code of Practice for Registration Authorities* and *Providers of Education and Training to Overseas Students*, overseas students may enrol in no more than 25% of their total course in any compulsory study period (i.e. semester 1 and semester 2) in external or online modes.

   1.4. Subject to the provisions of 1.3, the mode of delivery is one of student choice and these choices are equally available to all students in a course.

   1.5. New students studying units offered externally are encouraged to participate in CHC's orientation program, usually a combination of online and campus specific orientation events.

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1.6. CHC will outline any resource requirements in the *School Handbooks* and Booklists on the CHC website

    1.6.1. where this incurs a cost additional to tuition fees this cost will be noted in the fees and charges publication on the CHC website required by The Department of Education and Training [The Department] under the *HESA (2003)*. This includes any non-standard computer software or hardware requirements.[1]

1.7. All students are required to have access to a computer and the internet for the duration of their course.

1.8. CHC utilises the Moodle™ Learning Management System as its online teaching and learning platform.

1.9. Where appropriate, Schools may develop a local implementation statement for the expression of aspects of delivery specific to the relevant discipline.

2. Learning Experience

2.1. Although units which are offered in the external mode may not provide scope for regular face-to-face interaction with teaching staff and other students, they will provide access to quality learning experiences, e.g. via video conferences, electronic forums (either synchronous or asynchronous), interactive learning activities or guided study.

2.2. Students who are enrolled in a unit in the external mode will be provided with access to Moodle™

2.3. Every unit has a designated Moodle™ web page with the exception of independent study units.

2.4. The following information must be provided on the Moodle™ web page:

    2.4.1. details of the lecturer (including contact hours and details)

    2.4.2. learning resources sufficient to allow students to demonstrate achievement of the learning outcomes

    2.4.3. prescribed text(s)

    2.4.4. the unit outline

    2.4.5. a summary of assessment requirements, including Turn-it-in™ portals

    2.4.6. news and/or discussion forums

    2.4.7. a set of materials for that unit which will include a study guide that clearly specifies reading tasks and learning activities that clearly reflect the outcomes indicated in the unit outline.

2.5. The study guide will use pedagogy (or andragogy) that actively engages students in the learning process. Other materials may include items such as:

    2.5.1. welcome letter or video from the Dean or unit coordinator of the relevant School;

    2.5.2. welcome video from the lecturer

    2.5.3. book of Readings or additional readings, if required;

    2.5.4. PowerPoint/s

2.6. Access to Moodle™ will be provided to external students no later than the Monday of the first week of the relevant semester. Where learning resources are released progressively throughout the semester of enrolment, they shall be available to students no later than the Monday of the week to which they apply.

2.7. Students shall be provided with a copy of the unit outline no later than the Monday of the first week of the relevant semester.

2.8. Teaching staff and students shall agree to arrangements for regular contact by appropriate means, including electronic communication, face-to-face or by telephone.

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[1] Or such resource as may be used from time to time.

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3. **Assessments**

3.1. Students shall be advised of the schedule of assessment via the unit outline. Where detailed instructions or advice are provided they must be made available with sufficient lead time and, in all cases, simultaneously with internal students (unless there are different assessment items for external and internal students).

3.2. Assessment items may be different for external and internal students, as approved by the Academic Board, but they must be equivalent in terms of the objectives assessed and content covered.

3.3. The receiving date/time for external assessment items will be interpreted as the date/time of uploading to the Turn-it-in™ portal.

3.4. Marked assessment items should be returned to students within three weeks of the submission date.

4. **Library**

4.1. The CHC Library will maintain an opening schedule during the CHC term time that includes at least 8 hours on weekdays including evenings and 4 hours on Saturdays (except for public holidays).

4.2. The Library will subscribe to electronic resources such as full-text journal data bases and e-books.

4.3. CHC will maintain arrangements by which external students have access to libraries at other universities and accredited higher education providers.

4.4. Library borrowings by external students will be provided with such additional time as is deemed appropriate to allow for postage of items to and from the students mailing address.

4.5. CHC will be responsible for postage cost for mailing Library item to external students residing outside of the metropolitan area.

4.6. External students will be responsible for mailing borrowed items back to CHC.

Supporting Procedures and Guidelines

1. **Implementation Statement.**

1.1. Introduction:

A meeting of Academic Board on 17 September 2009 recognised that CHC policy might, in some cases, require schools to develop local implementation statements that recognise specific needs and circumstances associated with school disciplines. A meeting of Academic Board on 12 June 2014 agreed to the wider adoption of the implementation statement for all CHC Schools. It should be read in conjunction with the policy above.

1.2. **Mode of Delivery**

1.2.1. Where units are delivered in external mode, these guidelines govern how those units are delivered:

1.3. **Learning Experience**

1.3.1. *Unit Outlines*: Unit outlines are approved by Academic Board as part of the course accreditation/reaccreditation process. Changes to unit outlines are approved by either Learning and Teaching Committee or Academic Board on the recommendation of the School Boards of Studies (see Policy Provision 1.5, CHC Policy: *Unit Outlines*).Unit outlines will state clearly the breakdown of workload into its elements, such as directed study (e.g. topic readings, exercises, review of study materials), personal study, and assessment preparation.. Standard workload per unit is 150 hours.

1.3.2. *Study Guides*: For each unit available in external mode, the Unit Coordinator will develop a study guide that complies with paragraph 2.2 of the Policy on External Delivery of Units. Where a unit is designated as a Moodle™ unit, the study guide does not need to be a specific document, but learning resources on the Moodle™ web site for the unit must comply with paragraph 2.3-2.5 of

the Policy of External Delivery of Units.

1.3.3. *Minimum standards for interaction between lecturers and students*: Paragraph 2.1 of the Policy on External Delivery of Units states that units offered in external mode 'will provide access to quality learning experiences, e.g. via video conferences, electronic forums (either synchronous or asynchronous), interactive learning activities or guided study'. Paragraph 2.8 states, 'Teaching staff and students shall agree to arrangements for regular contact by appropriate means, including electronic communication, face-to-face or by telephone.' In order to provide opportunities for contact and interaction between lecturers and students, teaching staff involved in delivery of a unit must make their work contact details available. Staff may use their discretion in terms of providing out-of-office contact details.

In order to provide opportunities for interaction between teaching staff and students, and among students, video conferences or electronic forums will be utilised at least six (6) times in each semester. Where a unit is a designated Moodle™ unit, the minimum to meet this requirement is to create a News Forum or Discussion Forum. Where a unit is not a designated Moodle™ unit CHC e-mail[2] may be used. Alternatively, other online media may be used, having regard for security of student information. Students will be informed of the contact arrangements through the study materials which are provided to external students no later than the Monday of the first week of each semester. The Dean or their delegate shall inform staff of the contact arrangements.

1.3.4. *Assessment*: Assessment items are approved by Academic Board as part of the course accreditation/reaccreditation process. Changes to assessment items are approved by Academic Board on the recommendation of the School Boards of Studies.

The *Assessment* policy specifies that marked assessment items should be returned to students within three weeks of the submission date. Where marked assessment items cannot be returned to students within this timeframe, students will be informed by a News Forum (Moodle™ unit) or CHC e-mail.

1.3.5. *Resource Requirements*: Paragraph 1.5 of the Policy on External Delivery of Units states that resource requirements will be communicated with students through the Book List published on the CHC website each semester. As noted above, Unit Outlines includes a list of recourses required for the Unit.

WHO SHOULD KNOW THIS POLICY?

Students
Deans
Academic Staff
Academic Administration Staff

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation   Nil

ACCOUNTABILITIES

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[2] CHC e-mail is an e-mail between a staff member's CHC e-mail address and a student's CHC e-mail address. It is recommended that a class e-mail list be established by census date.

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Implementation:	Deans
Compliance:	Academic Board
Monitoring and Evaluation:	Academic Board
Development/Review:	Academic Board
Approval Authority:	Academic Board
Interpretation & Advice:	Director of Quality and Standards

EFFECTIVENESS OF THIS POLICY

Performance Indicators:	• CHUE data regarding external delivery
Other:	
Acronyms:	CHC Christian Heritage College
	Dean the head of the School administering a course, includes the Executive Director of the Millis Institute
	School the academic organisational units of CHC, includes the Millis Institute

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/0709.1	Yes	30/07/2009	Academic Board	4.4

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0914	Approved	17/09/2014	Academic Board	4.4
0617	Approved	08/06/2017	Academic Board	5.1

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