



**KINGSMERE
COLLEGE
LONDON**

Distance Learning Policy

1. Introduction

Kingsmere College London is committed to ensuring that all distance and online learning provision is delivered at high British academic, operational, and quality standards. Distance learning is recognised as a strategic mode of delivery that widens access to education while maintaining the integrity, purpose, and outcomes of the qualifications offered.

This policy sets out the requirements, controls, and responsibilities governing the delivery, assessment, and quality assurance of distance learning programmes. It ensures that learners are appropriately supported, assessment decisions are secure and valid, and academic standards are consistently applied regardless of mode of delivery.

The policy supports confidence in certification claims and provides assurance to awarding bodies, regulators, learners, and other stakeholders.

This policy is reviewed annually, or earlier where required due to regulatory, awarding, or institutional change.

2. Scope of the Policy

This policy applies to all distance, online, and blended learning provision delivered by Kingsmere College London.

It covers all:

- Programmes leading to partial or full achievement of regulated or accredited qualifications
- Assessment activities delivered or submitted through distance means
- Learners enrolled on distance learning programmes, whether based in the UK or overseas
- Staff involved in delivery, assessment, learner support, internal quality assurance, and academic management

Distance learning refers to education delivered through electronic and digital technologies, including Learning Management Systems (LMS), video conferencing platforms, webinars, and online learning resources. Delivery may be synchronous (real-time engagement) and/or asynchronous (self-paced study).



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COLLEGE
LONDON**

Distance Learning Policy

3.0 Policy Statement

Kingsmere College London ensures that distance learning provision is planned, delivered, assessed, and quality assured in a manner that safeguards academic standards and learner outcomes and does not compromise the integrity of the qualification.

Distance learning is implemented only where the College can demonstrate that:

- Programme learning outcomes can be fully achieved
- Assessment requirements can be met securely and reliably
- Learners receive appropriate academic, pastoral, and technical support
- Internal and external quality assurance requirements are fully satisfied

3.1 Institutional Readiness and Approval

Prior to delivering programmes through distance learning, **Kingsmere College London** ensures that appropriate academic, technical, and administrative arrangements are in place.

This includes:

- Adequate staffing with appropriate qualifications, subject expertise, and experience in distance delivery
- Secure and reliable digital infrastructure to support learning, assessment, and record keeping
- Clear governance and management oversight of distance learning provision
- Compliance with data protection, information security, and cross-border data regulations where applicable

Distance learning delivery is approved only where the purpose, learning outcomes, and assessment integrity of the qualification can be maintained in full.



Distance Learning Policy

3.2 Delivery of the Learning Programme

The College ensures that distance learning programmes are structured, coherent, and clearly communicated to learners.

Learners are provided with comprehensive course information that clearly sets out the responsibilities of the:

- College for delivery, assessment, and support
- Learner for engagement, independent study, and assessment submission

Learners are given access to:

- A secure Learning Management System (LMS), such as Moodle, to support teaching, learning, and assessment
- Programme and qualification documentation, including learning outcomes and assessment criteria
- Clear explanations of teaching, learning, and assessment approaches
- Learning materials and academic resources to support achievement
- A published delivery schedule for learning activities and resources
- A clear assessment timetable

Distance learning provision is subject to the College's normal internal quality assurance and quality improvement processes.

3.3 Learner Support

Kingsmere College London ensures that learners engaged in distance learning receive structured and accessible support equivalent to that provided to on-campus learners.

Learners are provided with:

- Clear explanations of qualification requirements and expectations for independent and supported learning
- Information on scheduled academic support activities, such as tutorials, webinars, or online discussion sessions
- Access to up-to-date information on academic, pastoral, and welfare support
- Clarity regarding learner responsibilities and the support provided by the College
- An identified academic contact who provides constructive feedback on progress and achievement
- Encouragement to engage actively with learning, assessment planning, and feedback
- Assurance of equal opportunity to access learning and assessment, ensuring no learner is disadvantaged due to mode of delivery
- Tutors, trainers, and assessors with appropriate qualifications, occupational competence, and current subject knowledge
- Access to technical support for systems used in distance delivery



Distance Learning Policy

3.4 Assessment in Distance Learning

Assessment within distance learning programmes is conducted in accordance with the College's **Assessment Policy** and **Internal Quality Assurance Policy**.

Learners are provided with clear information on:

- Assessment methods and requirements
- Submission processes and deadlines
- How authenticity of learner work is ensured
- How workplace-based, project-based, or performance evidence will be assessed where applicable
- Learners are given opportunities for formative assessment and feedback to support development prior to summative assessment.

All assessment decisions are subject to internal moderation and external quality assurance where applicable.

3.5 Distance Learning Platform: Access and Security

Kingsmere College London ensures that distance learning platforms are secure, reliable, and accessible to authorised users only.

Systems used for distance learning provide:

- A defined hierarchy of user access based on role
- Unique user IDs and secure passwords for each user
- Protection against unauthorised access or interference
- Secure storage of learner evidence and assessment records

Completed assessments may be restricted to read-only access following final assessment where appropriate.

Robust contingency arrangements are in place to mitigate risks associated with system failure, including:

- Regular and secure data backups
- Archiving of learner evidence on secure media or servers
- Disaster recovery processes for centrally hosted systems



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Distance Learning Policy

3.6 Distance Learning Platform: Usability and Accessibility

The College ensures that distance learning platforms are intuitive, accessible, and capable of supporting the full range of learning and assessment activity.

Platforms are capable of:

- Supporting a wide range of file types, including text, images, audio, and video
- Being adapted to support learners with additional access requirements
- Providing links to College policies, programme documentation, and learning resources
- Supporting electronic submission of assessments and delivery of personalised feedback

Comprehensive user guidance and technical support are provided to learners, academic staff, and quality assurance personnel.