

BTEC Blended Learning Policy

Policy Code:	VO15
Policy Start Date:	September 2021
Policy Review Date:	September 2022

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- SW5 Safeguarding and Child Protection Policy
- TL14 Registration and Certificate (BTEC) Policy
- V03 Vocational Assessment and Appeals Procedures Policy
- V04 Learner Malpractice Policy
- V05 Learner Appeals Procedure Policy
- VO8 Special Consideration and Reasonable Adjustment Policy
- VO10 BTEC Procedures Policy
- VO13 BTEC Internal Verification Policy
- VO14 BTEC Assessment Policy

1 Policy Statement

- 1.1 The policy outlines the Trust's approach to blended learning for BTEC qualifications.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training and Lincolnshire SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.4 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via FederationHR@prioryacademies.co.uk) for appropriate consideration at the next available point in the policy review cycle.

2 Roles, Responsibilities and Implementation

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Human Resources.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure that blended learning delivery meets the guidelines set by the awarding organisation (Pearson).
- 3.2 To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

4 Procedures

4.1 In order to meet the aims of this policy each Centre will:

- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner
- Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear
- Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement.

5 Data Protection

5.1 In order to ensure the security of personal data, students and staff will be encouraged to use Citrix when working remotely.

5.2 In the event that virtual lessons are delivered, the Trust will use Microsoft Teams for delivery. All students and staff have an account for Teams which is linked to their Priory email account.

5.3 For further information, please see the Trust's HR6 Data Protection Policy.

6 Safeguarding

6.1 Each Academy will communicate safeguarding procedures to staff, parents/carers and students so that they are confident in what to do in the event that a safeguarding concern arises.

6.2 For further information please see the Trust's SW5 Safeguarding and Child Protection Policy.

7 Policy Change

7.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



The Priory Federation of Academies Trust

BTEC Blended Learning Policy

This Policy has been approved by the Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.