

# **Distance Learning Policy for Nora Training Centre Ltd (KECC LTD)**

## **1. Introduction**

Nora Training Centre Ltd (KECC LTD) is dedicated to providing accessible and high-quality education through innovative methodologies such as blended and distance learning. This policy serves as a comprehensive framework outlining our commitment to delivering courses, including the Level 3 Diploma in Health and Social Care, in accordance with the rigorous standards set by relevant accrediting bodies.

## **2. Learning Management System (LMS)**

Nora Training Centre Ltd (KECC LTD) recognises the pivotal role of a robust Learning Management System (LMS) in facilitating effective distance learning. Our institution will employ a carefully selected LMS to ensure optimal accessibility, functionality, and compatibility with accrediting body guidelines. This platform will serve as the central hub for course materials, interactive learning activities, assessments, and communication tools, enabling seamless engagement and interaction between students and instructors.

## **3. Google Meet for Live Classes**

To foster real-time interaction and engagement, live classes for the Level 3 Diploma in Health and Social Care course will be conducted via Google Meet, a secure and user-friendly video conferencing platform. Prior to each session, students will receive comprehensive schedules and instructions to facilitate active participation and ensure the smooth progression of learning objectives.

## **4. Course Delivery**

**4.1 Online Resources:** Recognising the diverse learning needs of our students, Nora Training Centre Ltd (KECC LTD) is committed to providing comprehensive online resources encompassing lectures, presentations, e-books, scholarly articles, and multimedia content. These resources will be meticulously curate and accessible through the LMS, empowering students to engage with course material at their own pace and convenience.

**4.2 Assessments:** Assessments form an integral component of the learning process, serving as a means to gauge student understanding and mastery of course

content. Assignments, quizzes, examinations, and practical assessments will be administered online via the LMS, with clear assessment criteria, deadlines, and submission guidelines provided to students to facilitate effective planning and execution of tasks.

## **5. Student Support**

**5.1 Academic Guidance:** Nora Training Centre Ltd (KECC LTD) is committed to providing comprehensive academic support to our students throughout their learning journey. Instructors will be readily available to offer guidance, clarification, and feedback via virtual office hours, email communication, and scheduled appointments, fostering a collaborative and supportive learning environment.

**5.2 Technical Assistance:** Recognising the potential technical challenges inherent in distance learning, dedicated technical support services will be available to students to address any issues related to LMS navigation, software compatibility, internet connectivity, or hardware functionality. This support mechanism aims to minimize disruptions to the learning process and empower students to navigate digital learning platforms with confidence.

**5.3 Personal Support:** Nora Training Centre Ltd (KECC LTD) acknowledges the multifaceted nature of student well-being and recognises the importance of holistic support services. In addition to academic and technical support, counselling services will be accessible to students to address personal, emotional, or psychological challenges that may impact their academic performance and overall well-being.

## **6. Academic Integrity**

**6.1 Plagiarism Policy:** Upholding the highest standards of academic integrity is paramount to the ethos of Nora Training Centre Ltd (KECC LTD). Plagiarism, cheating, and other forms of academic misconduct will not be tolerated and will be subject to disciplinary action in accordance with institutional policies and accrediting body guidelines.

**6.2 Ethical Conduct:** In promoting a culture of academic excellence and ethical conduct, students are expected to engage in respectful and collaborative behaviour in all online interactions, including discussions, group assignments, and peer feedback sessions. Mutual respect, intellectual honesty, and professionalism are fundamental principles that underpin the learning community at Nora Training Centre Ltd.

## **7. Communication**

**7.1 Official Communication:** Timely and effective communication is essential to ensuring transparency, clarity, and coherence in the delivery of educational services. Important announcements, updates, deadlines, and administrative information will be disseminated to students via email, announcements on the LMS, and other relevant communication channels.

**7.2 Collaborative Spaces:** The LMS will serve as a dynamic and interactive platform for fostering collaboration, knowledge sharing, and peer-to-peer engagement. Discussion forums, group chats, and collaborative projects will provide students with opportunities to engage in meaningful academic discourse, share insights, and seek assistance from peers and instructors.

**7.3 Feedback Mechanism:** Nora Training Centre Ltd (KECC LTD) values student feedback as a catalyst for continuous improvement and innovation. Mechanisms for soliciting feedback on course content, instructional delivery, assessment methods, and overall learning experience will be implemented to empower students to actively contribute to the enhancement of educational practises and services.

## **8. Assessment and Evaluation**

**8.1 Continuous Evaluation:** Continuous assessment is integral to the learning process, providing ongoing feedback to students and instructors on progress and areas for improvement. Assignments, quizzes, examinations, practical assessments, and peer evaluations will be strategically integrated throughout the course curriculum to facilitate comprehensive evaluation of student learning outcomes.

**8.2 Feedback:** Constructive and timely feedback plays a pivotal role in facilitating student learning and growth. Instructors will provide detailed feedback on assessments, highlighting strengths, areas for improvement, and actionable recommendations to support student development and attainment of learning objectives.

**8.3 Fair Assessment Practises:** Ensuring fairness, transparency, and academic rigour in assessment practises is paramount to maintaining the integrity of the educational process. Assessments will be designed to align closely with course objectives, with measures in place to mitigate the risk of cheating, plagiarism, or other forms of academic dishonesty.

## **9. Privacy and Data Security**

**9.1 Data Protection:** Nora Training Centre Ltd (KECC LTD) is committed to safeguarding the privacy and confidentiality of student data in accordance with relevant data protection laws and guidelines. Stringent data security measures will be implemented to protect sensitive information and ensure compliance with data protection protocols.

**9.2 Secure Platform:** The LMS utilised by Nora Training Centre Ltd (KECC LTD) will adhere to industry-leading standards of data security and encryption to prevent unauthorised access, data breaches, or cyber threats. Access controls, authentication mechanisms, and encryption protocols will be implemented to safeguard the confidentiality and integrity of student information and communication channels.

## **10. Alignment with Accrediting Body Standards**

Nora Training Centre Ltd (KECC LTD) is dedicated to meticulously aligning this distance learning policy with the rigorous standards and requirements stipulated by relevant accrediting bodies for the delivery of accredited qualifications. Our commitment extends beyond mere compliance; we actively engage with evolving standards, continuously striving for educational excellence.

**10.1 Commitment to Quality Education** At Nora Training Centre Ltd (KECC LTD), we are committed to upholding the quality, integrity, and credibility of our educational programmes. We pledge to nurture an inclusive learning environment that fosters critical thinking and lifelong learning habits among our students.

**10.2 Partnerships and Collaboration** Recognising the importance of collaboration, we endeavour to forge strong partnerships with industry stakeholders and academic institutions. These collaborations enrich the educational experience, providing our students with enhanced career opportunities and real-world insights.

**10.3 Empowering Students for Success** Through our unwavering commitment to excellence and collaboration, Nora Training Centre Ltd (KECC LTD) is dedicated to empowering students with the knowledge, skills, and confidence to succeed in their chosen fields and make meaningful contributions to society.

## **11. Policy Review**

To ensure ongoing relevance, effectiveness, and compliance with evolving regulatory frameworks and best practises in distance education, this policy will be subject to regular review and evaluation. Feedback from stakeholders, emerging trends in educational technology, and updates to accrediting body standards will inform revisions and enhancements to this policy as necessary.

## **12. Monitoring and Review**

### **12.1 Review Frequency**

This policy will be reviewed annually to ensure it remains relevant, effective, and aligned with best practises and regulatory requirements.

### **12.2 Responsible Personnel**

The Director of Nora Training Centre Ltd (KECC LTD), along with the Academic Coordinator, will be responsible for overseeing the review process. They will ensure that feedback from students, instructors, and other stakeholders is incorporated into policy updates.

### **12.3 Update Process**

Updates to this policy will be based on comprehensive evaluations, including feedback from students, emerging trends in educational technology, and changes

to accrediting body standards. Revisions will be approved by the senior management team before implementation.

### **Contact Information**

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### **Approval**

This Distance Learning Policy has been reviewed and approved by Nora Training Centre Ltd (KECC LTD).