



Distance Study Policy (VET)

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Responsible Officer	CEO

1. Purpose

This policy sets out the IKON Institute of Australia's framework for providing distance learning to students enrolled in accredited courses.

2. Scope

The policy applies to students enrolled in accredited courses offered by the IKON Institute of Australia, in all teaching and learning locations, which are deemed to be suitable for partial delivery by distance learning.

3. Principles

- IKON Institute is committed to promoting equity and access to courses for students who may be disadvantaged by residing in regional or remote areas.
- IKON Institute will provide the delivery of course content by distance study where face-to-face delivery is not essential for achieving course learning outcomes.
- IKON Institute of Australia is committed to assisting students from regional or remote areas to maintain satisfactory progress in their course.

4. Definition of distance study

Distance study is a mode of delivery where face-to-face contact with the trainer in classes on campus is replaced by online study and/or online engagement in learning activities, which may be in real time or non-real time.

5. Criteria for offering courses by distance study

- 5.1 Heads of Faculty are responsible for identifying courses or units of study that can be delivered by distance study, taking into account how delivery of course content and assessment will be managed to ensure the learning outcomes can be met without any disadvantage to students.

5.2 The Academic Board is responsible for approving courses or units of study that can be delivered by partial or full distance study.

5.3 The Academic Board is responsible for defining the criteria under which students are eligible for distance study.

6. IKON Institute responsibilities

6.1 IKON Institute is responsible for publishing clear guidelines to prospective students on the options available for distance study.

6.2 Heads of Faculty are responsible for approving student requests for distance study delivery that fall outside of the criteria stated in this policy.

6.3 Heads of Faculty are responsible for ensuring trainers/lecturers/assessors are fully trained in the use of IT equipment and processes necessary for the delivery of online sessions.

6.4 Education Support Officers are responsible for distributing complete, correct and timely information to enrolled distance students relating to technical and IT equipment requirements, scheduling of sessions and procedures for participating in distance study.

6.5 Trainers/lecturers/assessors are responsible for delivering distance study sessions, monitoring effectiveness and providing feedback to Heads of Faculty on quality improvements related to teaching and learning through distance study.

6.6 Trainers/lecturers/assessors are responsible for recording student participation in online sessions and reporting student attendance and absence to the Education Support Officer within 24 hours.

7. Student eligibility for distance study

7.1 To be eligible for distance study in courses where this delivery mode is offered, students must:
a) live more than a one-hour drive from the venue where the course is delivered, or
b) have obtained approval from the Head of Faculty to access distance study delivery based on exceptional circumstances.

7.2 To apply for distance study delivery based on exceptional circumstances, students must put forward in writing the reason(s) why they are unable to participate in face-to-face classes on campus, attach evidence supporting their claim, and forward to the Education Support Officer.

8. Distance Study Groups

IKON Institute will use the following guidelines to determine the delivery format of tutorials to distance students

1. Between 1-3 distance students in a course group
Distance students will participate in tutorials at the scheduled time, joining in remotely by video conference with the course group.
2. More than 3 distance students in a course group:
IKON will schedule a separate 2 hour tutorial for the group of distance students in place of them joining into the scheduled tutorial.

9. Distance Student Responsibilities

Distance students are expected to:

1. Personally attend face-to-face sessions where these are considered essential to achieve the course learning outcomes (eg. the 4 day module intensives).
2. Maintain a minimum of 80% attendance over the course duration, (eg. face-to-face attendance at 4 day module intensives plus online/remote participation in tutorials).

3. Have access to all the technical and IT requirements for Distance Study outlined in the Distance Study Student Information Sheet.
4. Purchase their own materials (eg. clay, paint etc) for completing tutorial exercises at home - students attending tutorials personally will have access to resources supplied by the IKON Institute.
5. Become familiar with the software used for online/remote tutorial presentations prior to the first session.
6. Ensure online/remote participation in tutorials is uninterrupted by domestic disturbances.
7. Be flexible and accommodating if arrangements for online/remote participation are interrupted or rescheduled.
8. Make alternative arrangements for conducting dyads and triads (practice therapy sessions) with fellow students or other suitable participants (dyads and triads are usually conducted during tutorials as well as outside of class time).
9. Where possible make time to attend face-to-face sessions as recommended by lecturers for interaction with other students on required tasks (eg. a full day before or after a four day intensive).

10. Record keeping

Records of distance study participation will be monitored and recorded by the Education Support Officer in the student's attendance record.

11. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff have up to date and accurate information.

Related Forms/Documents:

Distance Study Student Information Sheet

Related Policies:

Nil