



Blended/Distance Learning Policy

Atlas Star IT Centre

1. Introduction

Atlas Star IT Centre is committed to providing high-quality education through Blended and Distance Learning. This policy ensures that learners studying remotely receive the same level of opportunities and support as face-to-face learners. This document outlines the provisions for learners, technical requirements, expectations, support systems, and data security measures in place to maintain the integrity of our learning environment.

2. Virtual Learning Environment (VLE)

Atlas Star IT Centre employs an advanced Virtual Learning Environment (VLE) to facilitate the delivery of qualifications.

Key Features of the VLE:

- **Access to Resources:** Comprehensive course materials, interactive lessons, pre-recorded lectures, videos, eBooks etc.
- **Communication Tools:** Forums, instant messaging, and video conferencing for collaborative learning and student-teacher interaction.
- **Assessment and Feedback:** Online submission of assignments, automated quizzes, and detailed feedback mechanisms.
- **Progress Tracking:** Real-time monitoring of attendance, grades, and overall performance.

3. Technical Requirements

To ensure seamless access to our VLE, learners must have the following:

- **Device:** Desktop, laptop, or tablet with a modern operating system (Windows 10+, macOS 10.15+, or equivalent).
- **Internet:** Stable broadband connection with a minimum speed of 5 Mbps.
- **Browser:** Up-to-date web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).
- **Software:** Installed Microsoft Office Suite, Adobe Reader or equivalent tools for assignments and projects.
- **Hardware:** Webcam, microphone, and speakers/headphones for virtual classes and assessments.



4. Expectations for the Use of Online Systems and Technology

- **Code of Conduct:** Learners must adhere to the Atlas Star IT Centre's Code of Conduct while using the VLE. This includes respectful communication and adherence to academic integrity.
- **Participation:** Learners are expected to actively engage in all scheduled activities, including virtual classes, group discussions, and assessments.
- **Account Security:** Each learner is responsible for safeguarding their login credentials and must not share their account with others.
- **Submission Deadlines:** Learners must meet all submission deadlines for assignments and coursework to ensure timely progress.

5. Technical Support

Atlas Star IT Centre provides robust technical support to address any issues learners may face while accessing the VLE or related systems.

Support Services Include:

- **Help Desk:** Available via email, phone, and live chat during operational hours.
- **Troubleshooting Guides:** Step-by-step tutorials and FAQs to resolve common issues.
- **Technical Team:** Expert support for resolving complex technical problems within 24 hours of reporting.

6. Data Protection and Security

Atlas Star IT Centre prioritizes the protection of learner data in compliance with data protection laws, including GDPR.

Key Measures:

- **Data Encryption:** All data is encrypted during transmission and storage to prevent unauthorized access.
- **Access Control:** Role-based access ensures that only authorized personnel can access sensitive information.
- **Regular Audits:** Periodic security assessments and audits to identify and mitigate potential vulnerabilities.
- **Confidentiality Agreements:** All staff handling learner data sign confidentiality agreements.

7. Review and Compliance

This policy will be reviewed annually to ensure alignment with regulatory requirements and technological advancements. Atlas Star IT Centre will regularly monitor its Blended/Distance Learning offerings to ensure they meet or exceed the expectations outlined in the awarding body's Distance Learning policy.