Australian Ideal College

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Educating for Excellence

Distance/Online Delivery Policy

1.0 The National Code 2007 Compliance

This policy is a guide to ensure the procedures in place for monitoring students' distance or online delivery components are compliant with standard 9.4 of the National Code 2007 requirements.

Australian Ideal College (AIC) must ensure that students do not study more than 25% of their total course in distance or online mode.

2.0 General Information

The MOODLE has enabled AIC to deliver some of its units via online, distance or in many cases both to increase the flexibility offered to students.

During a compulsory study period (Term), students will undertake distance or online components where does not exceed more than 25% of the total nominal hours for their qualification via MOODLE Learning Management System. This means that students must do at least 15 hours of face-to-face class in each week.

Delivery and assessment schedule shows which units are delivered in each week of each term. Trainers will inform their students that what needs to be done during allocated 5 hours for distance/online learning time in each week.

All required materials for distance/online component will be uploaded on the MOODLE by Director of Studies in each term and trainers will provide feedback on existing material as part of validation process at the end of the term. Distance/online component has separate assessments and activities that trainer will consider while determining the competency of the student. Students must submit online activities/assessments to their respective class trainer.

Students are required to do all activities and assessments included in each unit folder. When trainers determine the competency of their students, trainers must consider the work student have produced for distance/online component of the unit. All trainers/assessors must assess not only distance/online delivery activities but also the face to face component while determining the competency.

To check content for distance/online delivery component, student must log on into MOODLE.
URL for MOODLE is http://www.idealcol.com.au/.
Student username is Student ID and initial password is their Date of Birth in DDMMYYYY format. Student will be forced to change password in their first login.

3.0 Distance/online Assessment tools

Distance/online learning materials will contain appropriate tools that enhance the learning process. Examples of specific tools include, but are not limited to, workbooks, discussion, notes pages, hyperlinks to outside resources or internal resources, embedded media, and the use of relevant web-based materials.

The assessments of distance/online component of the course are through case studies, scenarios, quizzes and multiple choice questionnaires. etc. The assessment tools are uploaded on the MOODLE and students can complete the assessment tasks either through the MOODLE or downloading the

assessment tools. Students must submit the activities and assessments for distance/online component via MOODLE or to the class trainer.

Students must pass all assessments within a unit to pass the unit. Students should save an electronic copy of all assessments until the final result is posted and feedback will be available via the MOODLE or from the trainer directly.

If the students have any question with the assessment and activities posted under distance/online component, students should communicate with their trainer. Trainers must respond to all student emails, discussion boards, etc.within 48 hours or two business days.

4.0 Distance/online attendance monitoring

Student's distance/online participation on MOODLE must be recorded in the class attendance sheet. Trainer reminds all his/her students that they must log on to MOODLE at least 5 hours per week and do all the work that is required to be done under distance/online delivery in the first week of class.

Students should log in frequently, actively interact and participate in course activities and discussions and check their email daily. Trainer ensures that all of his/her students' email address is valid and current.

If interaction and participation by the student does not occur during the first week of classes, student Service Officer will make efforts to contact students who do not participate distance/online learning. If non-participation continues beyond the first week of class, an email will be sent and/or contact by Director of Studies will be made the student outlining the consequences of non-participation.

5.0 Academic integrity

All online activities are monitored by trainer/ assessors and they will also deliver face to face (in class) session to ensure the student who enrolls in a unit is the same student who submits assignments, takes exams, and earns a final grade and protect student privacy in verifying student identity.

Students who are caught cheating, fail the unit and are then counseled, have the misconduct added to their student file and may ultimately enter into intervention stage. Continued misconduct may lead to either the suspension and/or dismissal of the student from the college.

6.0 Monitoring to ensure policy compliance

AIC continually monitors the progress of the students in both online/distance and face-to-face classes to ensure all students have the maximum opportunity to progress through the course in a manner expected by both the college and our clients.

Director of Studies is responsible for
- monitoring distance/online delivery modes to ensure that no more than 25% of each vocational qualification is scheduled for online and/or distance learning
- monitoring student's course progress to ensure each enrolment complies with this policy
- continually reviewing and evaluating courses for content and effectiveness.

Online/Distance Learning Structure

Certificate IV in Business Administration

Delivery Structure

TERM ONE (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/ Elective**	**Nominal Hours**	**Online/Distance hours**
BSBITU404A	Produce complex desktop published documents	Core	40	10
BSBITU402A	Develop and use complex spreadsheet	Core	60	15
BSBITA401A	Design databases	Core	60	15
BSBADM407B	Administer projects	Elective	40	10
		Hours	**200**	50
2 Weeks Term Break				
TERM TWO (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/Elective**	**Nominal Hours**	**Online/Distance hours**
BSBREL401A	Establish business networks	Elective	30	7.5
BSBFIA401A	Prepare financial reports	Core	50	12.5
BSBADM405B	Organise meetings	Core	20	5
BSBWOR404B	Develop work priorities	Elective	40	10
BSBCUS401B	Coordinate implementation of customer service strategies	Elective	30	7.5
BSBLED401A	Develop teams and individual	Elective	30	7.5
		Hours	**200**	50
		Total Nominal Hours	**400**	100
4 Weeks Term Break				

Diploma of Management

Delivery Structure

TERM ONE (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/Elective**	**Nominal Hours**	**Online/Distance hours**
BSBHRM405A	Support the recruitment, selection and induction of staff	Elective	60	15
BSBINM501A	Manage an information or knowledge management system	Elective	40	10
BSBWHS501A	Ensure Safe Workplace	Core	40	10
BSBMGT502B	Manage People Performance	Core	60	15
		Hours	**200**	**50**
2 Weeks Term Break				
TERM TWO (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/Elective**	**Nominal Hours**	**Online/Distance hours**

BSBFIM501A	Manage Budgets and Financial Plans	Core	100	25
BSBWRK510A	Manage employee relations	Elective	100	25
	Hours		**200**	**50**
2 Weeks Term Break				
TERM THREE (5 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/Elective**	**Nominal Hours**	**Online/Distance hours**
BSBMGT515A	Manage Operational Plan	Core	50	12.5
BSBMGT516C	Facilitate Continuous Improvement	Core	50	12.5
	Hours		**100**	**25**
	Total Nominal Hours		**500**	**125**
4 Weeks Term Break				

Advanced Diploma of Management

Delivery Structure (Example)				
TERM ONE (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/ Elective**	**Nominal Hours**	**Online/Distance hours**
BSBFIM601A	Manage finances	Elective	100	25
BSBMGT605B	Provide leadership across the organisation	Core	40	10
BSBMGT617A	Develop and Implement a Business Plan	Elective	60	15
	Hours		**200**	**50**
2 Weeks Term Break				
TERM TWO (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/Elective**	**Nominal Hours**	**Online/Distance hours**
BSBRSK501B	Manage risk	Elective	40	10
BSBMGT608C	Manage Innovation and Continuous Improvement	Elective	60	15
BSBMGT616A	Develop and Implement Strategic Plan	Core	100	25
	Hours		**200**	**50**
2 Weeks Term Break				
TERM THREE (5 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/Elective**	**Nominal Hours**	**Online/Distance hours**
BSBINN601B	Manage Organisational Change	Core	40	10
BSBMKG609A	Develop a Marketing Plan	Elective	60	15
	Hours		**100**	**25**

	Total Nominal Hours	500	125
4 Weeks Term Break			

Certificate IV in Accounting

Delivery Structure				
TERM ONE (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/ Elective**	**Nominal Hours**	**Online/Distance hours**
BSBFIA401A	Prepare financial reports	Core	100	25
FNSACC301A	Process financial transactions and extract interim reports	Core	40	10
BSBITU306A	Design and produce business documents	Core	60	15
	Hours		**200**	**50**
2 Weeks Term Break				
TERM TWO (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/ Elective**	**Nominal Hours**	**Online/Distance hours**
FNSACC404A	Prepare financial statements for non-reporting entities	Core	60	15
FNSBKG404A	Carry out business activity and instalment activity statement tasks	Core	40	10
FNSACC406A	Set up and operate a computerised accounting system	Core	100	25
	Hours		**200**	**50**
2 Weeks Term Break				
TERM THREE (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/ Elective**	**Nominal Hours**	**Online/Distance hours**
BSBITU402A	Develop and use complex spreadsheets	Elective	60	15
FNSACC403B	Make decisions in a legal context	Core	40	10
FNSACC402A	Prepare operational budgets	Elective	60	15
FNSINC401A	Apply principles of professional practice to work in the financial services industry	Core	40	10
	Hours		**200**	**50**
2 Weeks Term Break				
TERM FOUR (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/ Elective**	**Nominal Hours**	**Online/Distance hours**
FNSACC401A	Process business tax requirements	Elective	100	25

FNSACC405A	Maintain inventory records	Elective	60	15
BSBWHS201A	Contribute to health and safety of self and others	Core	40	10
		Hours	**200**	**50**
		Total Nominal Hours	**800**	**200**
6 Weeks Term Break				

Diploma of Accounting

Delivery Structure				
TERM ONE (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/ Elective**	**Nominal Hours**	**Online/Distance hours**
FNSACC501A	Provide financial and business performance information	Core	40	10
FNSACC502B	Prepare legally compliant tax returns for individuals	Core	60	15
FNSACC503A	Manage budgets and forecasts	Core	40	10
FNSACC504A	Prepare financial reports for corporate entities	Core	60	15
		Hours	**200**	**50**
2 Weeks Term Break				
TERM TWO (10 Weeks)				
Unit Code:	**Title: Unit of Competence**	**Core/ Elective**	**Nominal Hours**	**Online/Distance hours**
FNSACC506A	Implement and maintain internal control procedures	Core	40	10
FNSACC507A	Provide management accounting information	Core	60	15
FNSORG505A	Prepare financial reports to meet statutory requirements	Elective	40	10
FNSACC505A	Establish and maintain accounting information systems	Elective	40	10
BSBWOR401A	Establish effective workplace relationships	Elective	20	5
		Hours	**200**	**50**
		Total Nominal Hours	**400**	**100**
4 Weeks Term Break				