



E-LEARNING GUIDELINES

Version:	Approved by:	Approval Date:	Effective Date:	Next Review:	
6	Academic Board	20 February 2020	20 February 2020	20 February 2023	
Responsible Officer:	Academic Quality Coordinator		Document No:	UOWC-AQ-GUI-05	
Purpose:	E-Learning is essential for engaging students in a medium that is relevant to contemporary learning styles and is fundamental to our future success. The purpose of these guidelines is to outline UOW College Australia's commitment to E-Learning quality by providing a framework to guide employee use of E-Learning systems.				
Scope:	UOWCA ✓	UOWCHK	UOWD	UOWGE	UOWM
	This guidelines applies to all UOW College Australia employees who use the e-learning system.				
Related Documents:	Academic Quality Standards Code of Conduct UOWGE Privacy Policy				
References & Legislation:	Copyright Act 1968				



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1. Definitions

Word/Term/Acronym:	Definition:
Course	A program of study that includes those courses leading to higher education and vocational awards and non-award courses.
Course Coordinator	A staff member with nominated responsibility for the coordination of a course/s.
E-Learning	<p>Comprises all forms of electronically supported learning and teaching, and the information and communication systems that serve as specific media to implement the learning process.</p> <p>E-Learning is also referred to as:</p> <ul style="list-style-type: none">• Learning Management System,• Learning Platform, and• Online Learning.
Head of Program	Refers to the Academic Program Manager, English Language Centre Manager, English Language Coordinator, Academic Program Coordinator, and Relevant Vocational Program Coordinator of UOW College Australia.
Subject	A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College Australia.
Subject Coordinators	A staff member with nominated responsibility for the coordination of a subject/s.
Teacher(s)	A staff member (whether permanent, sessional, or casual) who carries out teaching or training responsibilities under the authority of a Head of Program, Course Coordinator or Subject Coordinator.

2. Guidelines Principles

- 1) Teachers should maintain a minimum standard of e-learning presence for each subject delivered.
- 2) If a subject forms part of a course/program that has other subject(s) of competence available on e-learning, then all components should endeavor to achieve a similar level of e-learning presence.
- 3) Each subject/course must provide students with the following minimum standard of online resources:
 - a. Subject/ course outline,
 - b. Assessment details,
 - c. Assessment criteria/rubric,
 - d. General course/lecture notes, and
 - e. Links to relevant support material and/or services (where deemed appropriate).
- 4) Each subject/course is encouraged to provide students with the following additional online resources:
 - a. Peer to peer communication (for example, discussion forums), and
 - b. Online assessment submission.
- 5) A higher minimum standard of online resources may be determined by the College's General Manager to suit the needs of a particular course or delivery mode.
- 6) Teachers are encouraged to negotiate their own processes for the use of e-learning systems, in conjunction with their subject/course coordinator.
- 7) Teachers should be mindful of the design and usability of their subject(s) e-learning environment.
- 8) Teachers should be aware that the e-learning environment can potentially integrate with Social Media and as such the Code of Conduct would apply to those portions of the e-learning environment. Teachers should take every effort to encourage the use of UOW social media (for example blogs on UOW Moodle).
- 9) Students' digital artefacts (such as assessments) must not be submitted to electronic systems which do not form part of UOW Global Enterprises' approved IT infrastructure. Use of private or external servers could potentially breach the UOW Global Enterprises Privacy Policy as well as place undue risk on UOW College Australia or UOW Global Enterprises if a student's assessment is lost on a private or external server.

- 10) The minimum standard of online resources, outlined in 2.3 must be hosted on UOW Global Enterprises' approved IT infrastructure. The use of private or external servers for core content is not condoned, such servers may however be linked within the core e-learning environment to form part of the additional supporting material of a subject/course.
- 11) Assessment tasks that take place on or are submitted to the e-learning environment must be easily locatable and clear instructions must be communicated to students in advance of the task.
- 12) Materials made available through the e-learning environment must comply with the Copyright Act 1968. Fair usage rights can be found in Part-VB Reproducing and communicating works etc. by educational and other institutions of the Act.

3. Change History

Version	Approved By	Date Effective	Amendment
1	Julie Renwick	08/03/2012	New Policy
2	UOW College Academic Board	05/12/2013	Migrated to UOW College template. Modified scope to reflect restructure of schools and colleges. Updated minimum and recommended standards.
3	UOW College Academic Board	11/06/2015	Scheduled review, amendments include update on minimum and recommended standards of online resourcing in line with UOW, and the inclusion of vocational courses.
4	Academic Board	23/11/2017	Re-classification as guidelines as part of the transitional arrangements to implement the Academic Quality Standards.
5	Academic Board	12/12/2019	Review in line with the Policy Review Cycle. Reflect branding changes and transfer of policy to new template.



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