



3.4.2 Blended Learning Platforms

Procedure code and title:	3.4.2 Blended Learning Platforms
Policy area:	3.4 Information Management and Data Systems
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Review Date:	

Purpose

The purpose of this procedure is to give clear guidance for everyday Technology Enhanced Learning (TEL) and guidelines that should be implemented when using the Microsoft 365 platform and other learning platforms.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

As part of KWETB Blended or Remote Teaching and Learning, the following procedures are in place for our Learning Practitioners and learners in respect to the use of technology. GDPR policies should be adhered to. The main online suite of Microsoft 365 applications used for learning primarily include:

- Microsoft Outlook
- Microsoft Word
- Microsoft OneDrive
- Microsoft OneNote
- Microsoft Forms
- Microsoft Teams

Some additional applications may be used by Learning Practitioners. Learners should be provided with the information required to access them if and when the need arises. As cyberattacks are growing there is a need to be mindful to protect teaching and learning platforms and ensure that a process is in place to protect learner's work.



Procedure – 3.4.2 Blended Learning Platforms

1	The Co-ordinator should ensure that each learner is provided with a KWETB email account which includes free access to the Microsoft 365 platform where appropriate.
2	The Co-ordinator should ensure that the Learning Practitioner provides introductory training in the basics of Microsoft 365 to learners if it is required.
3	Learning Practitioners and learners should only communicate using their ' @kwetb.ie ' account.
4	Learning Practitioners and learners should communicate during normal working hours and should include evening tuition where necessary.
5	Learning Practitioners and learners should not use their KWETB accounts for personal communications.
6	Learning Practitioners and learners should only use file storage for education purposes.
7	The Co-ordinator should ensure that centre student policies should apply to remote teaching and learning.
8	Learners should ensure that they attend timetabled times for remotely delivered classes.
9	Learning Practitioners should ensure that learners are made aware that when they are participating in group team calls, that they can be seen and heard unless they have muted their microphone or disabled their camera.
10	Learning Practitioners and learners should ensure that no photos or recordings are taken of team calls unless permission is sought for assessment purposes.
11	When online, learners and parents of under 18s should ensure they behave in an appropriate, safe and respectful manner.
12	Once a learner has completed their course, the Co-ordinator should ensure that the learner account is cleared after the approved period.
13	The Co-ordinator or designated person should ensure that all learner data has been removed.
14	The learner should ensure that any device that has been loaned to the learner is returned once they have completed their course.

15	The Co-ordinator should ensure that the returned device is checked over by IT Support.
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Links to other Policies and Procedures

3.4.1	Learner Records
3.4.4	GDPR Policy



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