

Digital E-Learning Policy

E-learning is a term for learning that is delivered, enabled, and supported using electronic technology. E-learning can include several learning methods such as web-based training programmes, supported on-line learning and the accessing and sharing of knowledge through technology.

As a training provider, Skills4Stem recognises the value of e-learning in increasing the knowledge and supporting the development of colleagues and candidates/apprentices and therefore offer a blended approach to learning across the programmes we deliver. Blended learning allows us to use several learning methods to increase the effectiveness of training and meet the needs of individuals and their specific learning styles.

The intention of this policy is to set out the way in which e-learning should be managed by enabling managers, candidates/apprentices and colleagues to understand their roles within e-learning and how to make best use of e-learning as a learning tool. It is also the intention that this policy will help link e-learning with other learning methods to create stronger links to learning across the organisation.

The Benefits of E-learning

To the colleague, candidate/apprentice or manager:-

- Time efficient – can access learning as soon as it is required
- Flexible – can use bite-sized learning to fit in with busy schedules
- Accessible – from own workplace, learning area or at home
- Person led – can go at own pace
- Used for refresher training
- Used to check understanding
- Encourages ownership of own learning and development
- Opportunities available to link in with other individuals online and exchange information and ideas

To Skills4Stem:-

- Efficiency savings – deliver more training with fewer resources
- More responsive to needs, changes, new initiatives, or legislation
- Better trained workforce
- Encourages more use of IT by a larger number of colleagues
- Uses shared materials, in line with partnership working
- Enables colleagues to support candidates/apprentices remotely and set independent study

Managing and Access to E-learning

E-learning is available to all colleagues and candidate/apprentices but should not be considered in isolation. E Learning should be accessed and utilised alongside traditional teaching and learning methods to supplement and enhance the experience and long-term impact. Skills4Stem's approach to e-learning will be evaluated from the comments of users and managers and changes made as appropriate with usage managed by the Skills4Stem management team.

Where there are opportunities to develop and make available E-Learning courses for colleagues and candidates/apprentices, Skills4Stem will support the necessary developments to enhance the learning experience.

Alternatives to E-learning

Some staff may feel that they cannot fully benefit from e-learning as it may not suit their learning style. Where possible, alternative methods will be made available, to ensure that individuals are able to access key information to meet their learning and development needs effectively.

E-learning Code of Conduct

In accordance with the Skills4Stem candidate/apprentice code of conduct, it is our expectation that any E learning is completed with integrity, following the individual guidance and specification. This will ensure that assessment is both carried fairly and alongside the necessary governance.

Any reasonable adjustments or special considerations should be applied for in advance using our policy and approved or declined as appropriate.

Tailor-made Courses

TheSkills4Stem team can review, access and design bespoke courses to meet specific training needs and will review any request as part of the curriculum and quality strategy review. In the first instance please realise any requests with your Trainer or Manager.

| Written By | Revision Date | Revision Number | Approved By | Review Date |
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| Sarah Green | Oct 20 | 2 |  S Davis | Oct 21 |
| Darren Cass (Reviewed) | Nov 21 | 3 |  A Lewis | Nov 22 |
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