



Quality Assurance Handbook PART A1

POLICY No.17: Tutor Recording Policy

17.Purpose of Policy

Policy No.17 sets out FIT's expectations on recording off-the-job activities by tutors appointed to deliver given Tech Apprenticeship intake(s). This policy also sets out parameters for a consistent Apprentice experience related to retrieving tutor-recorded material.

17.1 Policy Scope

This policy applies to all stakeholders who have a formal role in the delivery of Tech Apprenticeships. Within an in-person training context, the recording of materials is related to the capacity of physical training rooms/spaces being appropriately set up. For synchronous activities, the recording of tutor instruction is possible with the functionality of FIT's virtual classroom (Big Blue Button).

17.2 Overarching Considerations

Whereas FIT's suite of digital learning resources provides some video materials that Apprentices can view in reinforcing some key concepts and approaches, FIT recognises that in some circumstances, there is a tangible benefit to the general apprentice population having the ability to revisit some or all aspects of a tutors instruction of a given topic such would be the case of a tutor demonstrating the building of computer code/programs. In addition, some Apprentices with additional needs and requirements can also use such recordings to absorb learning material. The policy also permits a tutor to re-use recordings of their delivery within educational resources or their own staff development. Other relevant and appropriate purposes may be considered only if all the participants in the recording agree to this.

17.3 Policy Statement

Tutors will provide recordings of pertinent facets of a given instruction to Apprentices, where possible, to aid their learning through review and reflection. These recordings are not, other than in very exceptional circumstances, a replacement for attendance, which is mandatory. FIT's Data Protection

Privacy Statement details matters related to data protection and data erasure, which is always live on FIT's website. [FIT.ie](https://www.fit.ie).

17.4 Permitted Uses of Recordings

Apprentices may only use recordings to inform and progress their own learning and skills development. Apprentices must never share recordings outside of FIT's Learning Management System environment. If an Apprentice does inadvertently download a tutor recording of any duration, they must immediately delete the data. Tutors are advised not to adapt their teaching approach due to the recording of a session in situations where the change could negatively impact the instruction and aligned apprentice experience. FIT advises tutors to maintain a regular and consistent routine of publishing recorded content on FIT LMS Moodle for future viewing by apprentice cohorts.

17.5 Recordings to Support Apprentices with Additional Needs

Making provisions for apprentice(s) with diverse needs may necessitate the tutor recording some materials. An example of this could be in the case of an Apprentice who may be deaf or hard of hearing and requires closed captions to assist their comprehension of specific elements of a module.

17.6 Peer Review of Tutor Recordings

From time to time, FIT's Technology Enhanced Learning Unit will conduct peer review activities of insitu tutor recordings as they are made available on FIT's LMS. This process assists in ensuring the quality of teaching activities within a collegial and supportive process. When FIT's TEL Unit conducts these activities, the TEL Unit will notify the tutor of the activity and the purpose of the exercise. Following a peer-review exercise, FIT will apprise the tutor and applicable ETB intake coordinator of the TEL Unit's observations and, in some cases, recommendations to ensure enhancement of future delivery. Observations in this process can include but are not limited to feedback on the clarity of tutor explanation, the ability to involve apprentices actively, whether Apprentices clearly hear the tutor, whether tutors are projecting interest in the subject matter, etc. The TEL Unit will consider these narratives in line with the learning resources deployed.

Document History	
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