Quality Assurance Handbook PART A1

POLICY No.17: Tutor recording policy

17. Purpose of policy

This policy sets out FIT's expectations regarding recording off-the-job activities by tutors appointed to deliver relevant Tech Apprenticeship intake(s). It also sets out the parameters for a consistent apprentice experience in 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 dependent on the capacity of physical training rooms/spaces having cameras in place for recording. For synchronous activities, the recording of tutor instruction is made possible with the functionality of FIT's virtual classroom (Big Blue Button).

17.2 Overarching considerations

Although FIT's suite of digital learning resources provides some video materials that Apprentices can view to add to some key concepts and approaches, FIT recognises that, in some circumstances, there is a tangible benefit to apprentices having the option to revisit some or all aspects of a tutor's instruction in a given topic such as 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 for future use with a difference intake or for development of their staff. Other relevant and appropriate purposes may be considered, such as use in promotional material or as sample video recordings for other tutors to use, if all the participants in the recording agree to it.

17.3 Policy statement

Tutors will provide Apprentices with recordings of relevant aspects of a given instruction, where possible, to aid their learning by review and reflection. These recordings are not, except in very exceptional circumstances, a replacement for apprentices' attendance, which is mandatory. FIT's Data Protection Privacy Statement details matters related to data protection and erasure, which is always available on FIT's website.

17.4 Permitted uses of recordings

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

17.5 Recordings to support apprentices with additional needs

Making provisions for apprentice(s) with diverse needs may require a tutor to record some materials. An example of this could be in the case of an Apprentice who is deaf or hard of

hearing and requires closed captions to assist their comprehension of elements of a module.

17.6 Peer review of tutor recordings

From time to time, FIT's Technology Enhanced Learning Unit will conduct peer-reviewed activities of currency active tutor recordings as they are made available on FIT's LMS. The reviewing ensures the quality of teaching activities within a collegial and supportive process. When FIT's TEL Unit conducts these activities, it will notify the tutor about them and explain their purpose. Following a peer-review exercise, FIT will apprise the tutor and relevant ETB intake coordinator of the TEL Unit's observations and, in appropriate cases, to make recommendations to the Registrar to ensure enhancement of future delivery of the apprenticeships and where there is an acute issue presenting in a particular cohort. Observations in this context may include, but are not limited to, feedback on the clarity of tutors' explanations, the ability to actively involve apprentices in engaged tutor-directed training delivery, observations as to whether Apprentices can clearly hear the tutor, and whether tutors are creating interest in the subject-matter.

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