

Regent College London

Minimum standards for the Virtual Learning Environment (VLE)

1 Background

Regent College London's VLE (HELP) is an important communication tool for both staff and students, and in providing additional learning material to support student learning. Regent College London (the College) has a physical and online library collection and the local Public Libraries also offer learning resources for our students, however, our VLE (HELP) is continually updated and developed to enhance support for student learning. This document outlines minimum standards that the College should achieve to ensure that HELP meets the needs of staff and students. Below are guidelines concerning the population and standards for the different areas of HELP.

2 Student area

- a) The VLE will be promoted internally as HELP (the Higher Education e-Learning Platform)
- b) Higher education programmes at the College should conform to the following minimum standards:
- c) College area – general information about the College including the Quality Manual
- d) Academic Board – Terms of reference and minutes of meetings of Academic Board
- e) Course and Programme Boards – Terms of reference and minutes of meetings of Course and Programme Boards
- f) QAA – Short guide to QAA, QAA Reports
- g) Student handbook – latest student handbook
- h) Student Pastoral Care Policy and Student Pastoral Care Handbook
- i) Equality and Diversity Policy, Prevent Policy
- j) Pearson HND specific information
 - General programme area (Pearson HND) – Course guide, information about Pearson, guidelines for assignment briefs, etc.
 - HND Units – Unit guide, examples of past assignment briefs, lecture notes and presentations, additional learning materials and web links for students to follow.
 - HND Assignment briefs
 - Pearson Standards Verifier Reports area – all Standards/External Verifier/Examiner Reports for students to read, plus any formal responses by the College to recommendations made

3 Student Representatives area

- a) Student Representative Policy, Student Representative Handbook
- b) List of current Student Representatives by cohort, campus and year group
- c) Communications area for newsletters and communications with Student Representatives

- d) Student Representative Committee – Terms of reference and minutes of Student Representative Committee meetings

4 Student Communications area

- a) General information about the College of interest to students
- b) Newsletters – communications to students

5 Staff area

5.1 All staff

- a) Quality Manual – includes all policies of the College approved by Academic Board
- b) Academic Board – Terms of reference and minutes of all meetings of Academic Board
- c) Course and Programme Board – Terms of reference and minutes of all meetings of Course and Programme Boards
- d) Pearson – information about Pearson, guides and handbooks
- e) Staff newsletters – newsletters to all staff at the College

5.2 Senior Management Team

- a) Senior Leadership Meeting (SLT) – Terms of reference, membership, minutes of meetings
- b) Access and upload restrictions to different areas

6 Student areas

All student area – access by all students as read only (pdf documents), academic staff to be able to load material for their Unit

Student Representatives area – access by all students, staff to load material, Student Representatives to load their own material to the Communication area

Student Communications – access by all students and staff. Upload by senior management only

7 Staff areas

All staff – access by all staff. Upload by senior staff only

Senior management – access by senior management only. Upload by senior staff only

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