

D1 - DELIVERY EQUIVALENCY POLICY

1 PURPOSE

This policy outlines the BBI – The Australian Institute of Theological Education (BBI-TAITE) requirements for equivalency across delivery methods where it is involved in delivering an optional seminar for students in a particular location.

2 BACKGROUND

BBI-TAITE is committed to highest standards in teaching and learning. Its unique method of delivery means that the Institute is sometimes required to deliver optional seminars for online students in particular locations. This policy has been developed to assure equivalency in student experience and access to learning resources across delivery methods.

3 SCOPE

This policy applies to all academic staff, and to all policy and guidelines relating to teaching delivery.

4 DEFINITIONS

N/A

5 POLICY

Where the Institute is requested to deliver an optional face-to-face seminar in addition to its online delivery of a unit, academic staff will, under the direction of the Academic Dean and in accordance with appropriate unit design and delivery standards, ensure that students who do not attend the optional seminar have access to equivalent learning materials and support.

6 PROCEDURE

In order to implement this policy, the following procedure will be enacted for every unit that includes an optional face-to-face seminar.

- a) Teaching Staff ensure that any material presented in the face to face seminar is also available to online students, which may include recorded (or pre-recorded) versions of the lectures presented, handouts available online, equivalent workshop sessions (such as on assessment tasks) are available in online format.
- b) Teaching Staff ensure, in accordance with the *Course and Unit Coordination Policy*, that students who do not attend the optional face to face seminar are provided with equivalent access to Teaching Staff, including in the provision of adequate contact details (such as phone, email, and Skype) and consultation times.
- c) The Academic Dean (or delegate) ensures, through ongoing professional development of Faculty, review of teaching plans for each seminar and ongoing

discussion with Teaching Staff, that there are no other risks to the policy articulated above.

7 RELEVANT LEGISLATION

N/A

8 KEY RELATED DOCUMENTS

Course and Unit Coordination Policy
Unit Design and Delivery Guidelines

8 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Academic Dean
Approval Authority / Authorities	Student Admissions Committee / Academic Board / Audit and Risk Committee / Board
Date Approved	15/12/2015
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Key Stakeholders	Faculty & Sessional Academics / Students