

# Footprint School of Business (FSoB) Online / Distance Learning Policy

Effective Date: 23 March 2025 Review Cycle: 22 March 2026 Website: [www.fsob.co.uk](http://www.fsob.co.uk) Email: [admin@fsob.co.uk](mailto:admin@fsob.co.uk)

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## 1. Purpose

This policy sets out the principles, expectations, and responsibilities for online and distance learning at the Footprint School of Business (FSoB). It ensures that all remote learners receive a consistent, engaging, and high-quality experience.

## 2. Scope

This policy applies to all students enrolled in Ofqual-regulated qualifications delivered fully online, including:

Level 3 Foundation Diplomas

Level 4 and 5 Diplomas

Level 6 Diplomas

It also covers staff involved in delivering, assessing, and supporting these programmes remotely.

## 3. Delivery Model

FSoB uses a structured online learning approach via a secure Virtual Learning Environment (VLE) and supporting tools. Students access:

Pre-recorded lectures, tutorials, and presentations

Live webinars and online workshops

Digital resources and downloadable materials

Online assessments and assignment submission tools

Discussion forums and direct messaging for tutor and peer support

## 4. Aims of Online Learning

Provide flexible, location-independent learning opportunities

Promote independent learning with structured tutor guidance

Ensure equal access to academic content and support

Maintain academic rigor and fair assessment

Develop digital literacy and time management skills

## 5. Student Responsibilities

Area	Expectation
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Engagement	Log into the VLE at least 3 times per week
Communication	Check messages regularly and respond promptly
Attendance	Attend live sessions or watch recordings as required
Academic Integrity	Submit original, independent work
Submission	Meet all deadlines using the online system
Technical Readiness	Have reliable internet and an appropriate device

## 6. Staff Responsibilities

Ensure timely availability of learning materials  
Provide clear, constructive feedback on assessments  
Reply to student queries within 48 working hours  
Deliver sessions as per published timetables  
Monitor and support student progress proactively

## 7. Support for Online Learners

**Academic:** Access to tutors, academic skills sessions, and personalised guidance

**Technical:** Helpdesk support via [support@fsob.co.uk](mailto:support@fsob.co.uk)

**Wellbeing:** Mental health and student welfare guidance

**Careers:** Online career advice, CV help, and 1-to-1 consultations

## 8. Monitoring and Attendance

Engagement tracked via VLE login, attendance, and submissions  
Three weeks of non-engagement triggers a welfare check  
Ongoing inactivity may lead to withdrawal or awarding body notification

## 9. Assessment and Feedback

All assignments must be submitted online by the stated deadline  
Feedback provided within 15 working days  
All work is quality-checked internally and may be externally moderated

## 10. Academic Integrity

Students must comply with FSoB's Academic Integrity and Plagiarism Policy. Use of ghostwriting, impersonation, or undeclared AI-generated content is prohibited and may result in disciplinary action.

## 11. Data Protection and Privacy

FSoB follows UK GDPR regulations. Data from participation and assessments is securely stored. Online sessions may be recorded for quality assurance.

## 12. Policy Review

This policy is reviewed every two years or sooner if needed due to legal, technological, or awarding body changes.

## 13. Related Policies

Student Handbook

Assessment Policy

Complaints and Appeals Policy

Conflict of Interest Policy

Safeguarding Policy

## 14. Contact Information

For queries or support, email: [admin@fsob.co.uk](mailto:admin@fsob.co.uk)