

**Manual of Quality Standards for E-learning,  
Online Learning and Blended Learning Courses  
in TVET**

Version 3.0

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### Distribution

This document has been revised as follows

<b>Title</b>	<b>Date of Issue</b>	<b>Version</b>
Quality Standards for eLearning courses in TVET sector	23 May 2013	1
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### Overview

This “Quality Standards for eLearning/online learning/blended learning Course” document combines and integrates European Foundation for Quality in eLearning by benchmarking ECB (E-Learning Capacity Building) model.

### Purpose of Quality Standards

The Quality Assurance in eLearning/online learning/blended learning Design Standards are intended to provide a measure of quality for eLearning/online learning/blended learning in Technical and Vocational Education and Training (TVET) courses in order to serve the distance learning needs of TVET sector. These standards are directed to institutes and training centers that wish to offer eLearning/online learning/blended learning/online/blended courses to support delivery of the TVET programs.

### Introduction

Tertiary and Vocational Education Commission as the apex body in TVET, makes the arrangements through the formulated subcommittee in Quality Assurance for the eLearning/online learning/blended learning courses to develop the Quality Standards for the eLearning/online learning/blended learning Courses for the TVET sector. Preparation of the quality standard was benchmarked from the European Foundation for Quality in eLearning with ECB (E-Learning/online learning/blended learning Capacity Building) check model. The criterion within that model was customized and used for preparation quality checklist which covers the scope and the quality of the eLearning/online learning/blended learning Courses in TVET sector in Sri Lanka.

### Objectives

The aims of this project are: -

1. To develop quality criteria for the courses offered by eLearning/online learning/blended learning mode in TVET sector.
2. To develop plan to implement quality systems to the eLearning/online learning/blended learning courses
3. To develop plan to maintain quality standards eLearning/online learning/blended learning courses in TVET sector

## Quality Framework

### *Check List (pl. use given excel sheet)*

European Foundation for Quality in eLearning/online learning/blended learning with benchmark ECB (eLearning/online learning/blended learning Capacity Building) model

#### A. Information about and structure of the programme

- A.1 Clear Course description, objectives and programme structure available (\*)
- A.2 Learning Outcomes available (\*)
- A.3 Technical capacity available (\*)
  - A.3.1 Availability of the mind map (\*)
- A.4 Organizational legal status (\*) eg. Business Registration (Pl. attach a copy)
- A.5 Qualified Tutors available (\*) (Pl. attach CVs)
- A. 6 Availability of ELearning/online learning/blended learning Storyboard

#### B. Learner Support

- B.1 Training standards/curriculum (\*) available online (Pl. attach a copy)
- B.2 Learners Guide for ELearning/online learning/blended learning course (Pl. attach a copy)
- B.3 Help desk facility available (\*)
- B.4 Availability of Peer learning facilities (\*)
- B.5 The programme schedule shown clearly
- B.6 Display Deadline/ time allocations

#### C. Quality of Contents

- C.1 The content of the course is fulfilling the course objectives (\*)
- C.2 Availability to tracking progress towards course
- C.2 The content of the course is presented and subdivided in logical sequences of modules
- C.3 The contents are provided in a flexible manner, allowing for different learning paths
- C.4 Ensure the available eLearning/online learning/blended learning/blended course planner (Pl. attach a copy)
- C.5 Content is gender sensitive. It takes into account cultural diversity.
- C.6 Copyright issues addressed
- C.7 Media rich content is utilized exclusively with a fixed and definite purpose.

#### D. Programme/Course Design

- D.1 Learning Design and Methodology
- D.2 Motivation to follow content
- D.3 Learning Material Design (\*)
- D.4 e-Tutoring (\*)

## Quality Standard for eLearning Courses

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**D.5 Collaborative Learning (\*)**

**D.6 Assignments (\*)**

**D.7 Learning Progress (\*)**

**D.8 Continuous Assessment & Tests (\*)**

**D.9 Requirement fulfilled in ELearning/online learning/blended learning Storyboard**

**E. Media Design E.1 Device Responsiveness (\*) (eg. PC, Tab and Mobile)**

**E.2 Usability standards (eg. W3C) are met**

**E.3 The navigation allows learners to know about their progress and position in relation to the overall content**

**F. Technology**

**F.1 The downloadable learning materials have common formats and acceptable size.**

**F.2 The virtual learning environment runs on an adequate server, which guarantees its stability (\*).**

**F.3 Maintain the Backups (Pl. mention the frequency)**

**F.4 The virtual learning environment is accessible through different browsers and operating systems(\*).**

**F.5 Supportive Technical staff (pl. provide contacts)**

**F.6 Defined Hardware and Software minimum requirements**

**G Mandatory Practical Sessions and Industry Exposure (For blended learning only)**

**G.1 Conduct relevant practical for all study modules**

**G 2 Maintain record on individual practical**

**G3 Provision of on the job training (OJT) and maintain student record books**

**H Evaluation & Review**

**H.1 Formative Assessment Results available (\*)**

**H.2 Summative Assessment Results available (\*)**

**H.3 Learners' feedback after each module is collected through an online questionnaire**

**H.4 A report, based on the feedback collected by learners, is prepared with clear recommendations for further improvement of the programme**

**H.5A process available for integrating the recommendations to ensure continuous course improvement.**

### Plan and Implementation Schedule

#### *Phases of the eLearning/online learning/blended learning Delivery courses Quality Measured*

For the fulfillment of the courses phases identifying (TOR Document) following Levels for the deliver the online courses is evaluate to ensure the quality of the courses.

Level 1: As a basic Level content sharing

Level 2: Increase accessibility or outside usability

Level 3: Increase the learning ability with learning resources and learning materials

### Purpose of the eLearning/online learning/blended learning Quality Standard

- To make Quality standards for current and future eLearning/online learning/blended learning Systems at the TVET Sector.
- To support in eLearning/online learning/blended learning courses Registration and Accreditation.
- To determine, through consultation of Committee members to preparation of the Quality Criteria.
- To ensure eLearning/online learning/blended learning courses are achieved within agreed quality specifications, on time, within the approved budgets and that the projects are managed in a manner which is consistent with the approved TVEC.
- To communicate the goals of, and issues surrounding, eLearning/online learning/blended learning systems projects formally to TVET sector.
- Monitoring and evaluating eLearning/online learning/blended learning courses after delivering their quality.
- Provide the consultation to quality of eLearning/online learning/blended learning courses.
- Quality Evaluating method for eLearning/online learning/blended learning Courses.

### **Committee Authority**

The Committee has been established on the recommendation of the Committee and has been mandated to: -

1. Identify and prepare checklist for ensure the quality of eLearning/online learning/blended learning courses.
2. Agree priorities for the development of eLearning/online learning/blended learning systems.
3. Approve overall project plans for TVET eLearning/online learning/blended learning courses.
4. Monitor progress against agreed Quality Standard.

### **Associated Documents & Projects**

- Open ECBCheck Quality Evaluation Toolkit for programmes/courses.

### **Customer(s), User(s), other interested parties**

The Customers for this project are the Heads of Academic Institutions and users of eLearning/online learning/blended learning/online/blended learning systems include all students and teaching staff and administrators.

### **Sustainability**

TVET Sector eLearning/online learning/blended learning courses offered for users or learners focus mainly ensue the following things for the quality of offered course.

1. Sustainability of learning platforms and learning software.
2. Sustainability of institutional responses to the use of eLearning/online learning/blended learning.
3. Sustainability of eLearning/online learning/blended learning materials development.
4. Sustainability of academic approaches.
5. Sustainability of teacher and trainers skills.