

LEARNING AND TEACHING POLICY

Policy Statement. This policy represents RNC approach to learning and teaching which will take full advantage of the emerging technologies the College is creating for all its students and staff.

Scope. This policy applies to all RNC programmes. Also, this policy amalgamates the experience of learning and the practice of teaching in ways which maximise our students potential and promote lifelong learning.

Principles:

- 1) The learner should be at the centre of everything we do;
- 2) Everything we do should promote inclusive learning;
- 3) Everything RNC does is guided by evidence-based practice which enhances successful learning.

Students' Entitlements:

- information, support and guidance on the programme, and what is expected of them.
- initial assessment of student's capability to succeed on the course or programme, including any additional help they may need such as support with English, maths, study skills and ICT;
- full access to courses and programmes;
- complete induction training, including the scheme and methods for teaching and learning
- continuous guidance and support from the teaching staff addressing progress in learning and achievement and lack of progress due to learning errors and/or difficulties being experienced;
- guidance on the full range of learning resources available including ICT and elearning resources;

- opportunities for developing their understanding and use of learning resources including e-learning platform
- where is the case, different teaching methods will be applied, to meet students' needs, interests and previous learning experience;
- teaching is provided by qualified and experienced staff;
- lessons start on time; only in exceptional circumstances classes are cancelled or rescheduled.

Students Responsibilities

- prove commitment and contribution to their own development and learning;
- punctually attend all lessons and timetabled activities;
- make use of their time inside and outside the classroom, including timely completion of homework, guided self-study, working to achieve their Individual Learning Plan and providing feedback to course teams through formal and informal routes;
- complete and submit assignments on time;
- follow the advice and feedback from instructors on their progress and what they need to do to improve;
- make own contributions during classess, collaborate with instructors and fellow students;
- show courtesy and respect to others at all times;
- comply with RNC Student Regulation;

Instructors Responsibilities

- there are harmonized teaching and learning strategies agreed and understood by all;
- instructors understand all general and particular requirements of the Programmes;
- instructors are clear about their contribution to the teaching strategy;
- instructors meet all students' entitlements, especially initial diagnostic assessment, personalising students' learning, learning plans with challenging targets set and met, listening to the student voice, differentiating the teaching process,

- continuing professional development,

RNC Director Responsibilities: RNC director makes sure that:

- all instructors are fully conversant with this policy;
- all instructors are competent and undertake their responsibilities;
- all staff embed the principles of equality and diversity in their activity;
- appointed staff have, as part of their induction, training to meet the requirements of this policy;
- instructors and admin staff are responsible for meeting students rights and needs;
- this Policy is periodically reviewed.

Related Policies:

- Assessment Policy
- E-learning Policy