ILLUMIN ACADEMY
Blended and Distance Learning Policy - V1.0

1. Purpose

This policy outlines Illumin Academy's approach to delivering Blended and Distance Learning. It ensures that learners studying through online or blended means receive equitable learning opportunities and support compared to face-to-face learners, in line with regulatory expectations and awarding body standards.

2. Learner Management System (LMS)

Illumin Academy uses two main Learner Management Systems (LMS): Illumin Academy and Google Classroom. These platforms provide the following features:
- Access to structured course materials, assignments, and learning resources.
- Integrated video conferencing for live sessions.
- Assignment submission and automated progress tracking.
- Communication tools including announcements, forums, and messaging.
- Personalized feedback and ongoing tutor support.

3. Technical Requirements of the LMS

To access the LMS platforms (Illumin Academy and Google Classroom), learners require the following:
- A stable internet connection (minimum 2 Mbps recommended).
- A computer, tablet, or smartphone with updated browser support (e.g., Chrome, Firefox, Safari).
- Functional camera and microphone for interactive sessions.
- Basic computer literacy to navigate learning content and tools effectively.

4. Expectations of Online System Usage

Learners are expected to:
- Log in regularly to required platforms and engage with provided materials.
- Attend live online sessions as scheduled and actively participate.
- Submit assignments and assessments via the designated LMS.

- Maintain academic integrity and follow all platform and Academy usage guidelines.
- Use LMS tools appropriately and avoid sharing login credentials or misusing platform features.

5. Technical Support

Illumin Academy offers technical support to all online learners via:
- Email-based helpdesk at info@illuminacademy.com
- Direct contact with IT and academic coordinators during working hours.
- Online user guides, tutorials, and orientation sessions on both LMS platforms.
- Prompt resolution of system access issues and platform navigation queries.

6. Data Protection and Security

Illumin Academy is fully committed to protecting learner data in accordance with the UK GDPR and Data Protection Act. Security measures include:
- Password-protected user accounts and secure login authentication.
- End-to-end encryption on data transmissions.
- Platform access restrictions based on user roles and permissions.
- Secure data storage and regular security updates.
- Transparent data policies and user consent processes.

7. Policy Review

This policy is reviewed annually or as required by regulatory, platform, or technological changes. Updates will ensure compliance and continuous improvement in online learning delivery.

Contact Information:

IT Support Team
Email: info@illuminacademy.com
Illumin Academy | www.illuminacademy.com