

# Recording of Live Course Content Policy UPA

Navitas Pty Ltd  
ACN 109 613 309



## Document

<b>Document Name</b>	Recording of Live Course Content Policy UPA
<b>Brief Description</b>	This Policy sets out the grounds upon which live course content can be recorded and used as part of UPA's digital learning and teaching framework, by staff and students.
<b>Responsibility</b>	Chief Executive Officer, University Partnerships Australasia
<b>Initial Issue Date</b>	31/03/2020

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
31/03/2020	V.1.0	Initial Release	General Manager Quality, Risk and Compliance UPA
20/04/2020	V.1.1	1 <sup>st</sup> review to include U/18 Students	General Manager Quality, Risk and Compliance UPA

## Related Documents

Name	Location
Privacy Policy	Policy HUB
IT Acceptable Use Policy	Policy HUB
Student Grievance and Complaints Policy/ies	Policy HUB
Digital Learning and Teaching Policy	Policy HUB

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# 1 Purpose and Scope

## 1.1 Introduction

- a) This Recording of Live Course Content Policy (“**Policy**”) sets out the Divisional approach of Navitas Pty Ltd’s University Partnerships Australasia Division (“**UPA**”) and its affiliated group companies (together the “**Division**”) relating to the management of recording live content for the purposes of delivering education in a digital learning and teaching framework.

## 1.2 Purpose

- a) The purpose of this Policy is to confirm that the Division has established the parameters within which live course content can be recorded and used in order to provide study resources and ongoing education via a digital learning and teaching framework for those students whose circumstances require a more flexible learning environment.
- b) The Policy sets out the parameters within which course content can be recorded and used.

## 1.3 Scope

- a) This Policy has been prepared in accordance with copyright principles and obligations as well as the obligations as set out in the Higher Education Standards Framework (HESF).
- b) The Division is committed to enabling a transformational learning and teaching experience by ensuring the highest quality of teaching regardless of delivery mode.
- c) The Policy is all inclusive, which means it covers all learning and teaching activity undertaken by academic staff within the Division and the students enrolled in courses provided by all Colleges within the Division.

# 2 Policy Statement

## 2.1 Digital Learning and Teaching Framework (DLTF)

- a) The Division is committed to the provision of a quality focused, face to face classroom experience.
- b) The Division is also committed to enabling the learning and teaching process to continue if face to face delivery is not a viable option either for students and or staff.
- c) The purpose of the framework is to enable and support staff and students to use digital platforms to meet the learning and teaching vision as set out in the Division’s learning and teaching plan.
- d) The framework is part of the learning and teaching ecosystem that continues to evolve across the Division but is inclusive of:
  - i. Moodle as the learning and teaching management system;
  - ii. Digital platforms that support effective learning and teaching;
  - iii. Face to face teaching; and,
  - iv. Workplace learning (as and where appropriate and approved).

## 2.2 Recording Learning and Teaching Activities and Course Work

- a) The recording of lectures and seminars, through video and/or audio recording is a valuable component of the digital learning and teaching framework, as well as providing a valuable online resource.
- b) Recorded lectures and seminars aid student learning in numerous ways including:
  - i. Enabling the continuation of learning and teaching when the face to face delivery mode is unavailable or untenable;
  - ii. Providing an alternative when students unavoidably miss a class;
  - iii. Creating an opportunity for review and revision;
  - iv. Accommodating different learning styles;
  - v. Assisting students who do not have English as their first language; and,
  - vi. Assisting students who have particular educational needs.

## 2.3 Recording and Editing of Content

- a) Where available, automated classroom recording technology will be used to record all lectures and seminars for every subject, unless the Academic Director, with the support of the Academic Board has approved the subject for 'opt out'.
- b) 'Opt Out' is possible where:
  - i. The teaching style or the delivery method of the subject is unsuitable for recording e.g. where the major delivery of the subject is by extensive group work;
  - ii. The material is sensitive, protected by copyright or there are privacy issues, meaning that the recording of the teaching activity is inappropriate; or
  - iii. The Academic Director in concert with the Academic Board of a College deems that it is in the best interests of the Division and/or College that the lecture or seminar is not recorded.
- c) The Division is committed to facilitating a vibrant learning and teaching community with an emphasis on student attendance to promote the benefit of structured learning and teaching experiences to enable the acquisition and practical application of knowledge and understanding. The inclusion of the digital learning experience is part of that process.
- d) Compliance with the relevant disability standards and legislation may necessitate the recording of learning and teaching activities as set out in each student's Learning Access Study Plan.
- e) Where it is not possible to capture the learning activity in the College's technology environment, the College will allow students to make their own personal recording of the learning and teaching activity, subject to the conditions as set out in in 2.4 d) iv below.

## 2.4 Copyright Obligations

- a) Copyright obligations apply to all digital learning materials.
- b) Staff are required to attach the copyright warning to all materials presented during the session.
- c) Staff should verbally advise students of the Division's position on the recording of learning and teaching activities.
- d) The copyright warning should include the following wording:

- i. Copyright in these sessions is owned by the College delivering the materials;
- ii. The material contained in this session may only be used for your personal study purposes;
- iii. Any use of this material for any other purpose or distribution of this material without the express permission of the College Director and Principal will infringe the College's copyright licence and policy.
- iv. Students are not permitted to record this material on personal devices unless instructed to do so by the responsible academic and/or after first gaining permission from the Academic Director.

## 2.5 Use of Recorded Materials

- a) Recordings will, by default, be available to students who are enrolled in the subject for which the recording was made.
- b) Except where authorised by the Academic Director, recordings of learning and teaching activities are not for public consumption by any means, including by virtue of external publication, whether on the web or otherwise.
- c) Once an authorised personal copy of a recording made by a student has served its purpose, it should be permanently erased.
- d) Individual College recordings must only be used by enrolled students to meet their individual learning objectives.
- e) Students and staff must obtain the College Director and Principal's permission before releasing College recordings into the public domain.
- f) Staff and/or students found to be releasing the course work recordings outside of the College's official learning and teaching environment will be subject to disciplinary action.
- g) Releasing recordings without written permission from the College Director and Principal will be treated as a breach of this Policy.
- h) Each College owns the intellectual property in any recordings made by it or on its behalf.
- i) Recordings will not be used by Management for staff performance management purposes.
- j) Recordings will be randomly audited to ensure that they are meeting with the required standard for quality and appropriateness.
- k) Recordings may be used for the purpose of supporting professional development as part of the Peer Review process. When recordings are used in this context, staff are only permitted to use recordings of their own teaching.
- l) Storage of recordings will normally be kept by each College for a minimum of 12-months from the date of recording, unless directed otherwise to satisfy regulatory obligations.
- m) Staff will have access to their recordings during this time provided they continue to be employed by the College and/or the Division.
- n) If a staff member leaves the employ of the College, the right of access to this material is revoked.
- o) Copyright Content Conditions and limits apply to what can be recorded in relation to the use of film clips, images, music, or any other copyrighted material.
- p) Staff must always ensure that the appropriate permission is obtained prior to the use and subsequent recording of any copyrighted material.
- q) Lectures or seminars presented by guest lecturers may only be recorded where the appropriate permission form has been signed. Where appropriate permission is not obtained, such recordings will be deleted and not made available.
- r) Recordings will be able to be edited prior to their release, if necessary.

## 2.6 Privacy

- a) The Division remains aware that a digital learning and teaching experience must still recognise the need for privacy for both academic staff and students; and, remain subject to all regulatory obligations as set out in the Privacy Policy.
- b) Assuring privacy among academic staff and students engaged in the learning experience, regardless of mode of delivery, enables open and robust conversations, which are important to an effective learning and teaching process.
- c) For information on how we collect, use and disclose your personal information, please review the relevant Collection Statement(s) and Privacy Policy which are available on Navitas Pty Ltd's website. [https://www.navitas.com/privacy\\_policy](https://www.navitas.com/privacy_policy)
- d) All staff and students should be directed to read the current version of the Collection Statement(s) and Privacy Policy.

## 2.7 Privacy and Students Under 18 Years of Age

- a) Face to face learning sessions may include recording class activity.
- b) The digital learning and teaching experience by necessity, will include the recording of class sessions by the College as part of the digital campus experience.
- c) In the event that the class includes students who, at the time of recording, have not reached the age of 18, the College will:
  - i. Send an email to the parent and/or guardian explaining the importance of recording the course content in the virtual classroom and, setting out the impact of a student not participating i.e. hindering the College's ability to deliver the best possible educational experience to the student;
  - ii. Request a response by return email;
  - iii. Request written consent from the under-18 student; and,
  - iv. Inform relevant academic staff that consent for students under 18 years of age to participate has been obtained in writing.
- d) If a student is less than three (3) months away from turning 18, the consent provided to the College on enrolment combined with an email from the u/18 student, consenting to full participation in the digital learning and teaching environment, will be recognised as explicit consent.
- e) Every academic staff member will commence all recorded sessions with a warning that the session is being recorded.
- f) All students, **regardless of their age** will be given the option to 'opt out' of being recorded in classes without penalty. In face to face sessions this can be done with minimal disruption, by designating an area of the classroom that will not be visible or audible on a video recording. It is not that simple in the virtual classroom. A student may elect not to turn on their camera, and/or mute their voice control however, the student needs to understand that in doing so they will not get the full benefit of the digital experience.
- g) Students under 18 years of age who have not been permitted by their parent and/or guardian to participate in the digital learning and teaching experience, may be provided with access to the recording at the conclusion of the session.
- h) Students will be made aware that access to the recordings of the live session will also be tracked.
- i) Students failing to engage during the actual recording of sessions and/or failing to engage with the recorded session library after the recording is completed, will be damaging their attendance record and restricting their potential for success in assessment activities

- j) Students under 18 years of age who have not been granted permission to participate, will be given an alternative means for asking questions e.g. by email or through one-on-one appointments via zoom or skype.
- k) Students under 18 years of age who have not been granted permission to participate and who remain anonymous in a recorded lecture will not be penalised for this choice, however, if participation is a required component of the course assessment, students will be required to discuss alternatives with the academic staff member concerned.

### 3 Responsibilities

#### 3.1 General

- a) Each of the positions involved in implementing and achieving policy objectives and carrying out procedures are clearly described here.
- b) Full details of all responsibilities and accountabilities are available in Appendix 1: The RASCI Table.

#### 3.2 Learning and Teaching Services – UPA

- a) The Learning and Teaching team is required to work with each of the Colleges to ensure that appropriate pedagogical principles and understandings have been applied to the implementation of digital learning and teaching activities.
- b) The Learning and Teaching team will work with each College's academic leadership team to ensure that training and professional development is delivered in a timely manner to all staff engaged in the digital delivery of learning and teaching.
- c) The Learning and Teaching team will facilitate the adaptation of content and assessment to ensure that it is 'medium appropriate' but still within the guidelines as set out in each unit of studies outline (sometimes known 'the Unit Outline).
- d) The Learning and Teaching team will provide ongoing support and development for staff to be better able to deliver, assess and moderate effectively in a digital learning and teaching environment.

#### 3.3 IT Services

- a) The IT team is responsible for ensuring that the technology systems and where necessary hardware, is always in good working order.
- b) The IT team will provide support in managing the technology and assisting the Learning and Teaching team in ensuring academic staff are comfortable with utilising the hardware and software to maximum effectiveness.
- c) The IT team is responsible for providing effective service desk support as and when necessary and in a timely manner.

#### 3.4 Quality, Risk and Compliance Team - UPA

- a) The QRC team comprises the college-based Managers of Quality, Risk and Compliance and the Division's General Manager Quality, Risk and Compliance (UPA).
- b) The QRC Team is responsible for ensuring that regulatory obligations are complied with, particularly those specific to:
  - i. Learning and teaching quality as set out in the HESF;
  - ii. Copyright as set out in the Copyright Agency Licence managed by the Division;

- iii. Student support mechanisms as set out in the ESOS Act' National Code of Practice;
- iv. The Privacy Act
- v. Student visa conditions and requirements and set out in the Genuine Temporary Entrant (GTE) requirements; and,
- vi. The Disability Discrimination Act.

### 3.5 Teaching Staff

- a) All academic teaching staff are required to ensure that they:
  - i. Are aware of the provisions of this Policy;
  - ii. Make Students aware of the Division and College's position on the recording of learning and teaching activities;
  - iii. Do not unreasonably withhold permission from Students wishing to record a Lecture when the conditions set out in this Policy are met; and,
  - iv. Provide students with the support that they require as they adapt to the digital learning and teaching environment.
- b) Make every effort to maintain the standard of learning and teaching as required under this policy and the Division's commitment to quality in all learning and teaching activity.
- c) Ensure all material presented in a recorded or other digital medium, does not infringe the Division's and/or College's obligations under copyright and privacy legislation.
- d) Seek assistance in a timely manner should technology and/or pedagogical issues arise during the delivery of digital learning and teaching activities.
- e) Participate in the professional development opportunities available as part of the transition to a digital learning and teaching framework.
- f) Ensuring student attendance is managed as effectively as would be carried out in a face to face learning and teaching environment.
- g) Ensure academic integrity is understood by all students and that it is monitored throughout the learning and teaching process.

### 3.6 Students

- a) Students must seek permission from lecturers prior to making a personal recording of any live course content;
- b) Ensure that they comply with the conditions outlined in this Policy, including but not limited to:
  - i. Ensuring that any recording made is not distributed to any other party through any other medium, including social media or online posting/communicating;
  - ii. Maintaining their attendance level in line with study requirements; and,
  - iii. Completing all assessment in a timely manner as set out in the Unit Outline.

### 3.7 CEO and Senior Management

- a) The CEO and Senior Management will support the transition to and ongoing delivery of learning and teaching in a digital environment by:
  - i. Ensuring facilities and resources support the effectiveness of the digital learning and teaching environment;



- ii. Demonstrating commitment to the digital learning and teaching environment; and,
- iii. Supporting staff and students.
- iv. Ensuring that digital invigilation is supported and implemented in a coherent and appropriate manner across the UPA network of Colleges.

## 4 Compliance

### 4.1 General

- a) Staff will be made aware of this policy through:
  - i. The 'must-read' tag on policies in the Policy HUB;
  - ii. Staff newsletters and intranet updates;
  - iii. Directives from each College's Academic Leadership Team
  - iv. Ongoing monitoring by the Learning and Teaching team
  - v. The Learning and Teaching team's website; and
  - vi. Induction and professional development activities and awareness sessions.

### 4.2 Breaches

- a) Breaches of compliance with this Policy may result in disciplinary action being taken.
- b) A directive may be issued to undergo professional development refresher programme.

### 4.3 Relevant Legislation

- a) The Division operates in six different geographic and political regions: Australia, New Zealand, Singapore, Sri Lanka, Indonesia and the United Arab Emirates.
- b) The Division therefore has a responsibility to maintain compliance with the laws within its host nations.
- c) All Staff users are responsible for aiding the Division in identifying relevant legislation and for complying with all relevant legislation.
- d) The relevant legislation in Australia includes but may not be limited to:
  - i. Privacy Act 1988: <https://www.legislation.gov.au/Details/C2020C00025>
  - ii. Copyright Act 1968: <https://www.legislation.gov.au/Details/C2019C00042>
  - iii. Disability Discrimination Act 1992:
  - iv. <https://www.legislation.gov.au/Details/C2018C00125>
  - v. Disability Standards for Education 2005:
  - vi. <https://www.education.gov.au/disability-standards-education-2005>
  - vii. Tertiary Education Quality and Standards Agency Act 2011: <https://www.legislation.gov.au/Details/C2019C00324>
  - viii. The Higher Education Standards Framework (Threshold Standards) 2015: [The Higher Education Standards Framework \(Threshold Standards\) 2015](https://www.legislation.gov.au/Details/C2019C00324)
  - ix. The Education Services for Overseas Students (ESOS) Act 2000: <https://www.legislation.gov.au/Details/C2020C00039>
  - x. The ESOS Framework inclusive of the National Code of Practice for Providers of Education and Training to Overseas Students: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx#Education>

- xi. The ELICOS Standards:  
<https://www.legislation.gov.au/Details/F2017L01349>
  - xii. Foundation Programme Standards:  
[https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Documents/FP\\_Standards\\_pdf.pdf](https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Documents/FP_Standards_pdf.pdf)
  - xiii. Migration Act 1958: <https://www.legislation.gov.au/Details/C2019C00339>
  - xiv. Migration Legislation Amendment (Student Visas) Act 2012:  
<https://www.legislation.gov.au/Details/C2012A00192>
  - xv. Competition and Consumer Act 2010:  
<https://www.legislation.gov.au/Details/C2020C00079>
  - xvi. Telecommunications Act 1997:  
<https://www.legislation.gov.au/Details/C2020C00037>
- e) The relevant legislation for New Zealand includes but may not be limited to:
- i. Education Act 1989:  
<http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM175959.html>
  - ii. Education (Export Education Levy) Regulations 2011
  - iii. Education (Pastoral Care of International Students) Code of Practice 2016:  
<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf>
  - iv. NZQA Rules: <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/>
  - v. Immigration Act 2009:  
<http://www.legislation.govt.nz/act/public/2009/0051/latest/DLM1440303.html>
  - vi. Consumer Guarantees Act 1993:  
<http://www.legislation.govt.nz/act/public/1993/0091/latest/DLM311053.html>
  - vii. Fair Trading Act 1986:  
<http://www.legislation.govt.nz/act/public/1986/0121/latest/DLM96439.html>
  - viii. Unsolicited Electronic Messages Act 2007:  
<http://www.legislation.govt.nz/act/public/2007/0007/latest/DLM405134.html>
  - ix. Harmful Digital Communications Act 2015:  
<http://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html>
  - x. Copyright Act 1994:  
<http://www.legislation.govt.nz/act/public/1994/0143/latest/DLM345634.html>
  - xvii. Privacy Act 1993:  
<http://www.legislation.govt.nz/act/public/1993/0028/latest/whole.html>
- f) General Data Protection Regulation (GDPR)  
<https://gdpr-info.eu/>
- g) All other operating regions will have similar legislation as that noted above, that may impact the effective management of this policy.
- h) Users in each operating region should check the local legislation digest for details of those laws that would govern the management of the digital learning and teaching experience.
- i) All regions should confirm the relevant laws and regulations governing telecommunications and its use in the delivery of learning and teaching activities.

## 5 Definitions

- a) Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

<b>Term</b>	<b>Meaning</b>
<b>Business Unit Manager</b>	Means the College Director and Principal of each College and Campus in UPA.
<b>CEO</b>	Means the Chief Executive Officer of UPA Division
<b>Company</b>	Means Navitas Pty Ltd ACN 109 613 309 having its registered office at Level 8, Brookfield Place, Perth, 6000.
<b>Term</b>	<b>Meaning</b>
<b>Digital Learning and Teaching</b>	Means the use of technology (hardware and software) i.e. electronic devices, to deliver learning and teaching to students enrolled in a course of study.
<b>ELT</b>	Means the Executive Leadership Team of Navitas Pty Ltd
<b>Group</b>	Means the Company (Navitas Pty Ltd) and all of its subsidiaries.
<b>Lecture</b>	Means an oral or visual presentation or facilitated group session used to convey information or knowledge required for Students to acquire the expected learning outcomes of a course of study, and may include, but is not limited to, tutorial sessions, workshops, seminars, classroom or laboratory sessions.
<b>Lecture Capture</b>	Means the use of approved software and hardware components to record audio and visual components of a Lecture.
<b>LMS</b>	Means Learning Management System which enables teachers to interact with students via a pre-built framework to deliver information to students and automatically test them on it.
<b>RASCI</b>	Means a responsibility assignment matrix or index that is developed and implemented to ensure accountability and ownership in cross-functional processes:  <b>R</b> means <b>responsible</b> for completing a task or series of tasks and more than one person/role can be held responsible for completion of the set of tasks; <b>A</b> means <b>accountable</b> and is the person/role who determines that the task is deliverable before it is deemed to be complete – only one person/role will be accountable; <b>S</b> means <b>supporting</b> roles/persons/services who assist the responsible person to complete the task to deliverable status; <b>C</b> means <b>consulting/ed</b> and are those roles/people/services who provide input and advice to ensure that the deliverable is viable across a range of functions; and, <b>I</b> means <b>informed</b> , i.e. those people/roles/services who need to be kept in the loop on progress/completion/implementation without being involved in the detail
<b>Student</b>	Means a person who is enrolled to study at one of the Division's colleges and or campuses

## 6 Review

- a) This Policy is tested and reviewed annually by the General Manager Quality, Risk and Compliance, in line with the IT Security readiness schedule and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.
- b) This review process aims to ensure alignment to appropriate strategic direction and continued relevance to the Division's as well as Navitas' current and planned strategic intent and operations.

## 7 Records Management

- a) All records in relation to this document will be managed as follows:

<b>Record type</b>	<b>Owner</b>	<b>Location</b>	<b>Retention</b>	<b>Disposal</b>
Policy	GM QRC	Policy HUB	Perpetual and subject to annual review	Archived in the Policy HUB's archive following review and renewal process.

## 8 Appendix 1: Detailed RASCI

Responsibility	CEO and Management	QRC Team	L and T	IT	Academic Staff	Students	All
Assuring appropriate pedagogical principles and understandings applied to digital learning and teaching	I	S	R	S	A		
Provide professional development activities, training and opportunities	A	S	R	C	I		
Ensure content is effectively adapted to the digital media in use	I	S	R	S	A	C	
Ensure assessment is medium appropriate and aligns with Unit Outlines	I	S	R	C	A	C	
Provide ongoing support for academic staff transitioning to the digital learning and teaching environment	A	S	R	S	C		
Ensuring technology systems and hardware remains in good working order	A	S	S	R	C		
Provide support in managing technologies	I	S	A	R	C		
Provide training on the technologies and systems	I	S	A	R	C		
Providing ongoing Service Desk support services	I	S	S	R and A			
Ensuring awareness of the provisions of this Policy	A	A					R
Ensuring students are aware of the recording of learning and teaching activities	I	S	S		R and A		
Enabling students to make a personal recording when conditions as set out in this Policy have been adhered to	I	A	S	C	R	I	
Provide students with support to enable them to adapt to the digital learning and teaching environment	A	S	S	C	R	I	
Maintain the required standard of quality across the digital learning and teaching environment and experience	I	S	S		R and A	C	
Manage copyright obligations during the digital learning and teaching experience	I	A	S	C	R	I	

R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed.

Responsibility	CEO and Management	QRC Team	L and T	IT	Academic Staff	Students	All
Make effective use of the IT Service Desk and L and T team as problems arise	I	S	S	A	R		
Engage with professional development opportunities when available	A	S	S	C	R		
Maintain an awareness of the latest digital learning and teaching research and advances	I	C	S		R and A		
Maintain accurate student attendance records and engagement logs	A	C	S	S	R		
Secure permission to make a personal recording of live course content	I	S	C		A	R	
Refrain from distributing through any other medium, material obtained during the digital delivery of learning and teaching course work	I	C	S	S	A	R and A	
Maintain regular attendance and engage in the learning and teaching process	I	C	S	S	A	R	
Complete all assessment in a timely manner in accord with instructions as set out in the Unit Outline or as directed by a teacher.	I	C	S		A	R	
Assure learning and teaching quality as set out in the HESF or equivalent	I	R	S		A		
Manage regulatory obligations as they pertain to copyright requirements	I	R	S		A		
Ensure copyright licences and permissions are in place	I	R and A	S		S		
Assure Student Support mechanisms comply with the standards as set out in the ESOS Act and National Code of Practice (or equivalent)	A	R	S		S		
Assure student visa conditions and requirements are complied with in a digital learning and teaching framework	S	R and A	S		I		
Assure compliance with all regulatory obligations as set out in Acts of Parliament e.g. Disability and Discrimination	S	R and A	S		S		

R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed

Responsibility	CEO and Management	QRC Team	L and T	IT	Academic Staff	Students	All
Provide ongoing support for the digital learning and teaching environment	R	C	A	S	C	I	
Demonstrating senior level commitment to the digital learning and teaching environment	R and A	S	S	S	C		
Ensuring facilities and resources support the effectiveness of the digital learning and teaching environment	R and A	S	S	S	C		
Supporting the provision of professional development opportunities for teaching staff	R	S	A		C		

R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed.

## **CONSENT FORM**

### **DIGITAL LEARNING AND TEACHING ACTIVITIES**

#### **1 Consent**

- a) This form addresses the area of consent for films and/or recordings to be taken and used in a number of media as part of the College's digital learning and teaching environment.
- b) This form is to be signed by the person i.e. students and/or non-employees, who have agreed to be an active participant in the recording and filming as part of, a lecture or other educational event or activity carried out within the College.
- c) The purpose of this form is to seek consent for the films and/or recordings to be taken and subsequently to be used in a number of media, including the intranet/web by the College.
- d) The College in turn offers a commitment to only allow said recordings to be used appropriately and sensitively as part of the digital learning and teaching experience.

#### **2 Agreement**

- a) I, the undersigned, agree as part of my participation in an event in my learning and teaching experience, being recorded in video format by the College.
- b) The recording may be used by the College for the purposes of providing access to the digital campus and the digital learning and teaching environment, (the "purpose"). This may include conversion to digital format and storing and publication on the intranet, the student portal and, the learning and teaching management system.
- c) I, the undersigned, do hereby agree that the College can record/film any participation of mine in the event for this purpose.
- d) I agree that the College can record/film materials created by me that are included within this event/learning activity for this purpose.
- e) I confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I have obtained relevant copyright permission to include the materials for this purpose.
- f) I, the undersigned, do hereby agree to irrevocably assign all performance rights in the film and/or recordings of learning and teaching events and activities to the College.
- g) I, the undersigned agree to waive all moral rights in any performance carried out by me and in any works created by me that are included as part of any learning and teaching activity at the College.
- h) I, the undersigned, consent to the use of my personal data being processed for the purposes of this recording and subsequent publishing. My personal data will be processed in accordance with the provisions of the *General Data Protection Regulation (GDPR)* as presented in the Privacy Policy.
- i) I understand that my image and/or recordings will be used only for purposes relevant to the delivery of units of study, inclusive of assessment, as part of the digital learning and teaching process. and that copyright in the recordings will be retained by the College.

### 3 General

- a) Copyright restrictions placed on the College prevent the content being sold or used by way of trade without the express permission of the copyright holder.
- b) Images and recordings may not be edited, amended or re-used without prior permission from the College.
- c) Personal details of those taking part are never made available to third parties.
- d) ***I require/do not require*** that my name is ***removed/retained*** in association with the shots and/or recordings {please delete as appropriate}

### 4 Signature

- a) I hereby declare that I understand that in signing this document I am agreeing to having my image and/or voice recorded as part of the digital learning and teaching experience at the College.

Full Name

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Name of College

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Diploma/Foundation/Pre-Master Course Enrolled in

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Contact

Telephone

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Email Address

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Signed

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Dated

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