

Title:	Virtual Learning Environment Policy
Policy number:	P081
Policy owner:	Library and Learning Resources Manager
Approval date & version:	March 2026, Ver. 0.1
Approved by:	Academic Board (AB)
Next review date:	March 2027

External Reference Points:

External Source	Reference Points
UKQC- Core Practices	Academic standards, learning resources, digital delivery, student engagement, data protection and governance
UKQC- Advice and Guidance	Enabling student achievement, assessment, partnerships, monitoring and evaluation
Awarding Body Reference	Relevant awarding body regulations relating to digital delivery, assessment and record retention
Other reference Points	UK GDPR, Data Protection Act 2018, IT Acceptable Use Policy, e-Safety Procedures, Code of Conduct Values and Ethics Policy, Records Management and Data Protection Schedule

1. Introduction

- 1.1** Nelson College London (NCL) is committed to enhancing the quality of learning, teaching and assessment through effective digital infrastructure and educational technologies. The College has invested in electronic resources and systems to support blended, online, and face-to-face learning delivery.
- 1.2** The NCL One Portal serves as the central information hub for students and staff and provides access to the College's Virtual Learning Environment (VLE). The VLE facilitates access to learning materials, assessments, communication tools, academic support resources, and student engagement activities.
- 1.3** This Policy establishes the principles, standards and expectations governing the use, management and quality assurance of the VLE to ensure consistency, accessibility, regulatory compliance and enhancement of the student learning experience.

2. Aims of the Policy

The aims of the policy:

- 2.1** Ensure the effective, consistent and pedagogically appropriate use of the VLE across all programmes and modules.

- 2.2 Support high-quality, inclusive and accessible teaching, learning and assessment practices in line with UK higher education expectations.
- 2.3 Define clear roles and responsibilities for staff, students and administrators.
- 2.4 Ensure compliance with data protection legislation, awarding body requirements, and institutional governance frameworks.
- 2.5 Promote secure, ethical and professional use of digital learning technologies.

3. Policy

3.1. Scope

3.1.1 This Policy applies to:

- All students enrolled on programmes at NCL.
- All academic staff, professional services staff, visiting lecturers, administrators, and authorised users with access to the VLE.
- All module and programme spaces hosted on the VLE.

3.1.2 The Policy covers all teaching, learning, assessment, communication, administrative, and student engagement activities conducted within the VLE.

3.1.3 The VLE must be used to support minimum baseline standards for digital delivery, ensuring that all students have equitable access to core learning materials and essential programme information.

3.2. Roles and Responsibilities

3.2.1. Faculties and Departments

Faculties and academic departments are responsible for ensuring that module and programme areas within the VLE are appropriately structured, maintained, and aligned with approved curriculum documentation. Department managers must ensure compliance with this Policy and related institutional policies.

3.2.2. VLE Administrator

The VLE Administrator is responsible for the operational management, system configuration, user authentication, access control, and system integrity of the VLE.

3.2.3. Academic Staff

Academic staff are required to:

- Upload accurate, current and accessible learning materials.

- Publish module handbooks and assessment briefs in a timely manner.
- Manage online assessments and provide feedback within institutional timeframes.
- Ensure compliance with copyright, intellectual property, accessibility, and data protection requirements.

3.2.4. Students

Students are required to:

- Access the VLE regularly using assigned credentials.
- Engage with learning materials and activities.
- Submit assessments through approved digital systems where required.
- Comply with institutional policies when using collaborative tools.

3.2.5. Head of IT

The Head of IT is responsible for ensuring that the VLE meets defined technical service standards, including availability, resilience, security and business continuity arrangements.

3.2.6. Library and Learning Resources Manager

Responsible for:

- Procurement and oversight of digital learning resources.
- Supporting VLE administration.
- Co-ordinating staff and student training on effective VLE use.

3.2.7. VLE Officer

Responsible for cohort enrolments, user support, monitoring user engagement data, and supporting quality assurance processes.

4. Procedures and Process

4.1. Acceptable Use

4.1.1. Academic Use

The VLE shall be used for legitimate academic purposes, including:

- Provision of accessible learning materials.
- Delivery of learning activities (e.g. discussions, quizzes, group work).
- Formative and summative assessments.
- Online submission, marking and feedback.
- Publication of programme and module documentation.
- Timetables and academic announcements.

Minimum content expectations for each module space must include:

- Module handbook
- Assessment brief(s)
- Core learning materials
- Contact information for module staff

4.1.2. Non-Academic Use

- Permitted non-academic uses include:
- Student engagement activities.
- Institutional communications, newsletters and bulletins.
- Programme-level announcements.
- All such use must align with institutional values and professional standards.

4.1.3. Prohibited Activities

The following are strictly prohibited:

- Uploading illegal, offensive, discriminatory or defamatory material.
- Sharing copyrighted material without permission.
- Sharing login credentials.
- Misuse of personal data.
- Activities that compromise system security or integrity.
- Breaches will result in removal of content and may lead to disciplinary action under relevant institutional policies.

4.1.4. Access Duration

Students and authorised affiliates will retain access to the VLE for the duration of their enrolment. Access will cease upon completion, withdrawal or termination of study, subject to institutional retention arrangements.

5. Monitoring and Evaluation

5.1. The College will monitor the effectiveness and compliance of VLE usage through:

- Periodic internal audits of module and programme areas.
- Review of engagement analytics and participation data.
- Student feedback mechanisms (including module evaluations).
- External examiner and awarding body feedback where applicable.
- Annual programme monitoring and review processes.

5.2. Data retention and archiving of VLE content will align with the College's Records Management and Data Retention Schedule. Module spaces will be

archived or securely deleted following defined retention periods.

5.3. All processing of personal data within the VLE shall comply with UK GDPR, the Data Protection Act 2018, and the College's Data Protection Policy.

5.4. This Policy will be reviewed annually or earlier where required due to legislative changes, regulatory updates, technological developments, or institutional restructuring.

5.5. Proposed amendments will be submitted to the Academic Board for approval.

6. Version Control Table:

Version Number	Modified by	Summary of changes	Date modified	Status (e.g. draft, revised, final)
V 0.1		Initial Draft	04/03/26	Draft for Approval