



As per the QQI Coronavirus COVID-19 Update (QQI, 2020) this document sets out the updated contingency plan to be adopted by Dorset College and replaces all previous iterations.

Dorset College Dublin has closely monitored the situation regarding COVID-19 and has followed the advice from the HSE and QQI to ensure the safety and welfare of our learners, faculty and staff is to the forefront of all decisions.

Closure from 12/03/2020 up to and until the end of semester i.e. August 2020.

Dorset College, in line with the government mandate, ceased traditional face-to-face classes from close of business on the 12th March inst. up to and until terminal assessments and exam boards are completed at the end of August 2020.

Dorset College has, since the 12th March inst. transitioned without delay to online delivery which includes but is not limited to the following:

1. **Academic Calendar and Timetable(s)** – The Academic Calendar was followed with all timetables remaining intact to ensure learner progression.
2. **Contact Hours** – contact hours were delivered in full and in line with the Programme Schedule(s) of each programme.
3. **Faculty Availability** – learners and faculty are provided with an OFFICE 365 account where they can directly liaise. Further on Moodle there is the message functionality ensuring lecturer/learner connections are maintained. During the mandated closure it was and is common-case that faculty provide additional time for one-to-one sessions with learners as well as time after class for any queries learners may have.
4. **Alternative Assessments** – a full suite of alternative assessments were provided to learners and they were provided with a digital guide well in advance of the Summer Examinations. Furthermore, learners were afforded a trial run where they could test the various assessment instruments i.e. MCQ's, open book exam and timed exam.

5. **Learner Support** – IT support as well as learner support was provided by our IT and QA Lead(s). For example if a learner required additional time they were afforded same.
6. **Academic Integrity** – Turnitin ensured academic integrity and the Academic Impropriety Committee were fully briefed on the exigencies of online assessment. Programme Leaders moderated a sample of work to ensure the veracity of the marking across the grades and levels and ensured *viva voce* were undertaken if any concerns were raised thereto.
7. **External Examiner(s)** – were fully briefed with our original Contingency Plan. Our External Examiners were satisfied that the MIPLO’s would be achieved as well as the MIMLOs for each module comprising each programme.
8. **Accrediting Bodies** – our accrediting bodies namely; QQI, CIPD and PMI were apprised of our mandated closure and online delivery.
9. **Student engagement** – remained a priority and this resulted in weekly learner representative meetings online via ZOOM to ensure all matters were raised and managed efficiently and effectively.
10. **Learner Collaboration** – by reason of the building closure and cessation of face-to-face lecturers; learner collaboration was transferred online. Learners were invited to collaborate on some of the following:
 - a. Book Club
 - b. Internship Programme
 - c. [DorsetSpeaKs](#) – a series of guest lectures from the various disciplines
 - d. Learner Blogs
 - e. Health Week
11. **Academic Council** – approved the original Contingency Plan and the Updated Contingency Plan here.

Autumn 2020

Key Topic	The Plan
Alternative Programme Delivery Methods	<p>Dorset College will strictly adhere to governmental mandates and advices with regards to social distancing and the wearing of masks etc. in Further and Higher Educational Institutes.</p> <p>To ensure such mandates and advices are followed Dorset College will necessarily look to</p>

	<p>the following alternatives for programme delivery:</p> <ol style="list-style-type: none">1. Face-to –Face – for the programmes and/or modules which necessitate face-to-face delivery the College will prioritise same, in line with social distancing etc. An example of such prioritisation will be modules which involve skills demonstrations such as Pre-Nursing and Maternity Care Support from our suite of Further Education Programmes. A similar assessment will be undertaken with regard to our provision of Higher Education and those modules which necessitate face-to-face will be given priority for on-campus delivery.2. Hybrid Classroom – If face-to-face delivery is not possible for every module (due to resources etc.) Dorset College will deploy a hybrid classroom which involves on and off-line learner attendance and engagement in the classroom. This will be facilitated through ZOOM. Each hybrid classroom will be resourced with the following:<ol style="list-style-type: none">a. Interactive Whiteboardb. Laptopc. Projectord. Whiteboarde. ZOOM licence (directly linked to the member of faculty/tutor)f. Clickerg. Extra Screen for the learners who
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	<p>are online to ensure an integrative and immersive learning experience</p> <p>h. Learners will be divided into 'bubbles' which they will remain part of for both online and offline (in class) delivery. We will endeavour for a bi-monthly arrangement whereby a learner will spend two weeks offline and two weeks online as part of the hybrid classroom experience.</p> <p>3. Online Delivery – should the government mandate a further lockdown we are fully equipped with the resources required for online delivery (kindly see Moodle point hereunder).</p> <p>Moodle</p> <ul style="list-style-type: none"> • Dorset College is committed to Moodle as our VLE and uses the most up-to-date cloud version thereto. • All teaching and learning materials are made available to learners via Moodle. • All assessment requirements are detailed on Moodle. • All appropriate assessments are submitted electronically via Moodle (with inbuilt quality assurance by the use of Turnitin). • Learners can communicate with lecturers via Moodle or email and will be prompted by text message if Moodle usage is an issue. • Lecturers have the facility to create
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	<p>forums and quizzes (etc.) on Moodle as required.</p> <ul style="list-style-type: none"> • Dorset College Moodle’s instance is cloud based therefore it is robust and can be supported off campus • Learners will be able to contact College staff via email and Moodle during the closure. Staff have, and will, keep learners updated through Moodle notifications and the various social media platforms as appropriate. • As part of this Updated Contingency Plan Dorset College is currently undergoing a full integration of the following resources on Moodle (which involves a second deployment of Moodle and will be completed by mid-August, 2020): <ul style="list-style-type: none"> ✓ EBSCO ✓ MAHARA ✓ KOHA <p>Office 365</p> <ul style="list-style-type: none"> • Staff and students have an Office 365 account which they can contact a tutor directly on and can act as a back up to Moodle i.e. if messenger is not working they can e mail a lecturer directly. • As part of this Updated Contingency Plan Dorset College are currently deploying a fully integrative version of OFFICE 365 with Moodle with single sign on (SSO) to ensure ease and efficiency of use for end to end transparent communication
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	<p>between learners and the College.</p> <p>Zoom</p> <ul style="list-style-type: none">• All lectures are now recorded i.e. asynchronous and Moodle houses this for the rest of the academic year or longer if necessary. These recordings are held in an Amazon bucket and managed by an external company Inneall. (www.inneall.ie)• To use Zoom students do not need a laptop, they can use their smartphones or tablet. We will advise learners to contact us if they do not have a smart device or broadband at home ensure we minimise academic disadvantage. Learners are provided with Guides on how to use Zoom on a day to day basis and for the purposes of assessment and examinations.• We have a full-time dedicated member of staff for Student Information Systems – Manon Van Alphen who manages all IT student queries such as logging on etc. A dedicated e mail address exists moodlesupport@dorset-college.ie where student can contact Manon directly.
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	<ul style="list-style-type: none"> • Our Academic Operations Lead, Jeanne Le Corre manages all operational queries and monitors the classes on a daily basis and monitors and tracks attendance. • Our Quality Assurance Lead manages and monitors online assessment providing guidance and training to faculty and learners. • Our Student Experience Leader provides pastoral care and guidance through weekly meetings and online clubs. <p>Training</p> <ul style="list-style-type: none"> • All faculties have received ZOOM training as part of a programme team meeting as well as one-to one sessions for those who required some additional assistance.
<p>Alternative Assessments</p>	<p>In light of the current situation it has been agreed the Programme Team(s) and their respective External Examiners that assessments will remain online until September. 2020.</p>
<p>Alternative arrangements for Work Placement</p>	<p>Programmes of Further Education and Training with module involving and necessitating Work Placement have been deferred to September, 2020.</p> <p>Our External Authenticator was extremely complimentary upon her visit in July that the</p>

	<p>only element which we deferred was Work Placement and felt we had acted in the best interests of the students particularly those wishing to progress through the CAO system.</p>
<p>Resource Implications</p>	<p>This Updated Contingency Plan has an influence on resources and in this regard we have undertaken a significant investment in classrooms and faculty training namely:</p> <ol style="list-style-type: none"> 1. Webcam provision for faculty 2. Laptop where necessary 3. Microphones 4. Interactive whiteboards are being integrated into classrooms 5. Each member of faculty has a personal ZOOM license 6. Classrooms will be fully set up with hand-sanitizer, Perspex screens, Ultraviolet lighting and walkway signage.
<p>Information to Learners</p>	<p>Learners are briefed on a weekly basis via Class Representative meetings.</p> <p>Our Dean of Academic Affairs, Academic Operations Lead and Head of Library IS and Enhancement have called into every online class on an almost weekly basis to ensure learners feel a sense of community and a learning environment.</p> <p>Learners are updated via our Website, Moodle and via their student e-mail.</p>
<p>Induction of New Learners</p>	<p>To ensure learners are fully briefed for September (14/09/2020) Dorset College will have a live Q & A webinar with the Leadership Team as well as Senior Management on the 19th August inst.</p>

	<p>For now Induction will be online and learners will be provided with a digital induction pack. We intend to move this to face-to face following advice and guidelines.</p>
<p>Training/Support of Staff</p>	<ol style="list-style-type: none"> 1. Staff and faculty received training in March as well as a guide prepared by our Academic Operations Lead in conjunction with the Head of Library IS and Enhancement. 2. CPD was also provided around learner engagement, the virtual classroom. 3. Focus Group – on the 13th July the Dean of Academic Affairs conducted a focus group with faculty to see how online teaching was progressing and how we can ensure faculty are appropriately trained and supported. 4. An anonymous survey was also undertaken around training and support. 5. One-to-One sessions are now taking place with each member of faculty to ensure they feel fully supported by the college. 6. Programme Team Meetings will take place prior to the start of Semester (14/09) and at monthly intervals thereafter.
<p>Monitoring Arrangements</p>	<p>Feedback has been sought via anonymous surveys (survey monkey) as well as focus groups. Weekly Class Representative meeting ensure the teaching and learning environment and learner experience is appropriate.</p>

Involvement of External Examiner	Our External Examiners have fully approved the Contingency arrangements and are fully briefed on all matters. All External Examiners were present at the Exam Board and were satisfied that the learners were not disadvantaged.
Approval by Academic Council	Academic Council has approved this Update Contingency Plan.

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