

BRAINTREE COLLEGE

POLICY: ILT STRATEGY 2007 - 2010

1. SCOPE AND PURPOSE

This strategy predominately concerns itself with the impact of ILT on the learning process. The learner is at the heart of this organisation and by realising the stated objectives ILT can help promote understanding and make the learning experience more enjoyable; for both lecturers and learners. It also offers immense benefits to staff in terms of time management, improved teaching resources, efficient administration and the sharing of best practice. It is envisaged that all of these variables will come together making lessons interactive, exciting and in line with current industry practice. The use of ICT in the management of data, and the use of this data by managers and programme teams, will enable the college to further drive up curriculum quality. The use of independent learning packages will also enable the college to grow its business and better meet the needs of the community and employers.

2. ILT VISION

Braintree College is committed to providing excellence for its learners in terms of achievement, enjoyment and preparation for the world of work or further study. Braintree College has three key strategic aims in its current strategic plan – growth, quality and efficiency. This ILCT Strategy contributes to enabling the college to realise these three key strategic objectives. It is recognised that ILT has a vital part in contributing to this. In this context, ILT means Information and Learning Technology.

3. AIMS

The three main aims of the ILT Strategy are as follows:

1. To improve the quality of teaching and learning (quality).
2. To improve the use of management information in order to better deliver teaching and learning (quality, efficiency).
3. To provide wider learning opportunities especially in the area of employer engagement (growth).

4. KEY PRINCIPLES

- 4.1. To raise awareness of ILT potential
- 4.2. To develop an environment where staff are empowered to deliver outstanding teaching and learning

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- 4.3. To introduce technologies that encourages learners to be active creators, not passive recipients.
- 4.4. To effectively use blended learning to enhance and support outstanding teaching and learning, that impacts positively on each learner group.
- 4.5. To provide a responsive, robust, and versatile ICT system using current and emerging technologies.
- 4.6. To utilise the most cost effective ICT systems to ensure that all learners receive a flexible, convenient and comprehensive learning experience.
- 4.7. To seek the most advanced cost effective software and hardware systems appropriate for an outstanding Learning Community.
- 4.8. To employ technologies that are inclusive and consider appropriate and improved access to all users, which is compliant with the Disability Discrimination Act and Special Educational Needs Disability Act.
- 4.9. Developments within ICT will be influenced by the needs of users.

5. KEY PERFORMANCE INDICATORS

- 5.1. A year on year improvement in Teaching and Learning Grades.
- 5.2. Comprehensive processes that ensure efficient operation of college business.
- 5.3. To strive for no unplanned downtime.
- 5.4. College surveys of staff and students indicate very high levels of satisfaction with ICT services and in particular that ILT is enhancing students' learning programmes.
- 5.5. Year on year expansion of the use of ICT in learning monitored via Teaching and Learning Observations.
- 5.6. An agreed minimum level of content for all full time courses available online.

6. OBJECTIVES

5.1 To improve the quality of teaching and learning (quality).

- 5.1.1 Increase the access and use of ILT in the college to enhance the quality of delivery in teaching and learning by making teaching more interactive and learning more enjoyable.
- 5.1.2 Develop Information Learning Technology to enable outstanding learning in and outside the classroom through the virtual learning environment that allows participation at a place and pace which supports the learner.

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- 5.1.3 Develop the skills of lecturing staff to enable them to maximise the opportunities and potential of ICT in the curriculum
- 5.1.4 Promote the sharing of best practice in the selection, assessment and structure of e-learning content.
- 5.1.5 Encourage the use of on-line resources to promote research and independent learning skills for our students.
- 5.1.6 Encourage the use of technology to facilitate teamwork and cooperation. This can include learners using communication software to support peers and give them feedback.
- 5.1.7 To raise the awareness of ILT within the college.
- 5.1.8 Encourage the use of technology to encourage learners to reflect on their own learning
- 5.1.9 To create sufficient opportunities for students to study in a large IT Learning Centre to allow students access to hardware/software in order to engage in independent learning.

5.2 TO IMPROVE THE USE OF MANAGEMENT INFORMATION IN ORDER TO BETTER DELIVER TEACHING AND LEARNING (QUALITY, EFFICIENCY).

- 5.2.1 To ensure that all relevant managers and programme teams have appropriate access to curriculum management information to enable them to manage the curriculum and improve quality.
- 5.2.2 To introduce on-line self assessment systems to improve the efficiency and transparency of the self assessment process.
- 5.2.3 Centralise as much data and services as possible in order to provide a cohesive and accurate information source for the management of the College
- 5.2.4 Ensure the College is legally compliant with all IT-related legislation, including Data Protection, Disability Discrimination, Computer Misuse, Display Screen Equipment, software licensing and Freedom of Information
- 5.2.5 To develop 'Pro-Achieve' as a main management tool for monitoring retention/achievement and student success against national averages.
- 5.2.6 To ensure that relevant managers and programme teams are given staff development on how to use management information systems appropriately.
- 5.2.7 To develop effectively the use of the Learner Achievement Tracker to provide curriculum teams with management information on curriculum performance in value added and Distance Travelled.

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- 5.2.8 To develop effectively the use of management information on work based learning programmes that is produced by the PICs system in order to monitor the performance of apprenticeships and e2e.
- 5.2.9 To use compatible management systems throughout the College in order to better manage the performance of the curriculum.
- 5.2.10 To ensure that management information from the Witham campus is captured on the College main site management information system.
- 5.2.11 To use appropriate systems which allow for the effective tracking and monitoring of student progress and improve mechanisms for both formative and summative assessment.
- 5.2.12 To ensure the efficient use of resources in order to achieve value for money.
- 5.2.13 To ensure that management information systems have security with integrity of data.
- 5.2.14 To develop systems commensurately with ICT developments externally.

5.3 TO GROW THE CURRICULUM OFFER ESPECIALLY IN THE AREA OF EMPLOYER ENGAGEMENT (GROWTH).

- 5.3.1 To develop a Client Relationship Management System (CRM) to provide the college with a database of employers to contribute to the development of employer engagement.
- 5.3.2 To transfer all separate college databases of employers onto the CRM system.
- 5.3.3 To develop learning packages which can be used on the VLE to develop services to employers.
- 5.3.4 To develop learning packages on the VLE which can be used by students on core college programmes.

7. ENSURING ACCESS TO APPROPRIATE INFORMATION COMMUNICATION TECHNOLOGY IN ORDER TO DEVELOP THE USE OF INFORMATION LEARNING TECHNOLOGY.

- 7.1. **Student Entitlement to ICT** - From 2008 the College will provide 1 computer with internet connection for every 4 students. All personal computers accessed by students are provided with internet access and email.
 - 6.1.1 Number of PCs for student access is presently 356.
 - 6.1.2 Internet connection speed of at least 4mb per second.

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- 6.2 **Student open access entitlement** is currently 1.2 :100, which is slightly better than the COFHE standard of 1:100
- 6.3 **Staff Entitlement to ICT** - From 2008 the College will provide 1 computer with internet connection for every member of staff.
- 6.3.1 Ratio of personal computers to staff is currently 1:0.7. All staff currently have access to the internet, intranet and email. From 2007 all staff will have access to Moodle virtual learning environment.

7. ICT Infrastructure

- 7.1 Provide a high quality, joined up ICT and information support service to all the members and stakeholders of the College.
- 7.2 Provide a high quality, robust network, telephony and PC infrastructure for students and staff in all areas and locations in the College to include:
- 7.2.1 Industrial standard network and management facilities i.e. Virtual Management (VM) ware that manages risk and disaster recovery.
- 7.2.2 Appropriate industrial standard fault finding software and equipment.
- 7.2.3 Well qualified network support staff
- 7.3 **Specification of Equipment**
- 7.3.1 Application software. All PCs will be provided with a minimum software bundle.
- 7.3.2 All PCs will utilise the same version of all application software in order to facilitate portability of data, common upgrade procedures and staff usage. However, additional applications will be added to specific machines appropriate to user needs. E.g. Apple Macs are used in the Creative media industries.
- 7.3.3 To support the **application software** a minimum standard of hardware will be provided that will be reviewed regularly. For 2007 /2008 all acquired PCs will be of the following minimum specification:
- Multimedia machines using P4 or equivalent processors.
 - Random access memory of at least 512MB.
 - Hard Disk storage of at least 75 GB.
 - All PCs to include at least a 10/100 network card.
 - Display screens to be a minimum of 15 inch flat panels.
 - This specification may be altered to suit individual requirements in specialist areas.
- 7.4 **Servers-** Servers will be specified as required to suit application or network requirements. All servers will be supported by a minimum three year onsite support contract.

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- 7.5 **Printers** - Printing facilities will be provided to users based on: The volume and frequency of printing required; User location and workgroup size; confidentiality of print. It is intended, where possible, to provide all users with access to facilities suitable to their requirements. This will be controlled through print management systems. It is also intended, where possible, to use networked laser printers.
- 7.6 **Operating systems** - The College will use the following tiers of operating system software: The enterprise wide operating system will be Windows XP. Individual servers will utilise the operating system most appropriate to its supported applications. Unless otherwise specified, all PCs will use Windows XP.
- 7.7 All equipment specifications are subject to review and update on an annual basis.
- 7.8 **Management of procurement**
- The procurement procedure for ICT equipment and software will be managed centrally. Priorities will be informed by requests going through the ILT Strategy Team. In utilising this procedure the College will maintain high standards of equipment; maximise value for money and ensure ongoing integration of network components.
- 7.9 **Network development** - The network of ICT equipment and their associated software is recognised as a critical element of both flexible, effective curriculum delivery as well as supporting management in efficient administration and informed decision making. In this context the College will continually monitor technology opportunities that can be best delivered through network provision. At a basic level the network will: be based around flexible structures using industry standards; provide adequate bandwidth to all users (min. gigabit Ethernet); ensure that IT Systems provide a reliable and responsive service; be capable of expansion within a defined range of elements.
- 7.10 **Technical Support and Service Levels** – It is the intention to develop robust systems with few faults. However, service level agreements are being developed (see ILT Development plan). These will specify minimum response times for a variety of different types of faults, timely indications of acknowledgement of the fault and when the fault will be dealt with.
- 7.11 **Disaster recovery** - The College is developing an Information Management strategy that will include the assessment of risks and the establishment of an ICT Disaster Recovery Policy to minimise risks within acceptable levels. This strategy will cover issues like: Backup of Data; Physical security of data, systems and software; Built in redundancy in hardware systems; Maintenance agreements; Audit Trails; Logical access controls; Disaster Recovery Procedure. In the establishment and ongoing development of these policies and procedures advice will be taken from organisations, these will include auditors, sector funded organisations such as BECTA, NILTA, UKERNA and specialist ICT suppliers.

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- 7.12 Asset Tracking and Security - The College will maintain an asset register holding details of all acquired IT hardware and software. The asset register will be integrated with the Purchase Order processing system and the IT Disposal procedures in order to maintain data consistence and accuracy. Annual audits will be carried out to reconcile physical assets with the Asset Register records. The College will work towards automatic auditing of network components using appropriate network audit software. The College will implement appropriate security techniques and procedures appropriate to the risks identified.
- 7.13 Sustainability - In committing to this strategy the College has assessed the ongoing financial implications and will allocate annual budgets accordingly. In summary these include: Hardware Replacement Cycles; Maintenance Contracts; Individual Training and Development Plans; Consultation and Collaboration with other organisations

8. THREE YEAR ACTION PLAN

A three year action plan is being developed in order to begin to deliver this strategy. This contains detailed actions to enable the college to achieve the objectives contained above.

10. MONITORING AND REVIEW

The Deputy Principal – Teaching and Learning has responsibility for this policy document and will keep it under review. Changes will be made as and when considered necessary and, in any event, this document will be systematically reviewed at least once every three years and the College's Register of Policies and Procedures will be updated accordingly.