

NORTHEAST CARPENTERS APPRENTICESHIP FUND

E-learning Policy
2020 EDITION



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Introduction and Purpose

The NCAF E-Learning goal is to expand access to training opportunities for UBC members and apprentices through electronically offered classes. Distance learning and online teaching technology will be used to provide relevant and timely coursework, information, and training to enhance the learning experience by removing the barriers of both time and place. Once the distance education program is fully implemented, students can enroll for courses at work or at home. The E-Learning registrations will be available on the ncatf.org website.

The purpose of the program is to provide improved access to NCAF training by delivering courses in nontraditional ways to meet the needs of UBC members and apprentices who cannot attend regular day or evening classes and to enhance the course offerings to our members. Courses meet all compliance requirements of the USDOL, CITF, and OSHA. Participants need access to a suitable device with internet connectivity to participate in this program.

E-Learning Courses

E-Learning classes are offered with all work being completed using electronic technologies. Learners access primary content and instruction from an e-learning environment using a variety of tools including, but not limited to, e-mail, text and voice chat, discussion boards, web pages, and multimedia technologies. The specific technology employed is Microsoft TEAMS. Depending on the teaching style of the faculty and the course content, instruction can take place synchronously (all participants in the course log in at the same time) or asynchronously (participants log in and participate as their schedule permits), or some combination of the above.

Online Courses

Course is offered fully online using Microsoft TEAMS and some type of Learning Management System (LMS) or web presence to enhance the course.

Distance Learning

Distance learning is carried out remotely by using electronic communication and is not bound by geographical locations. This style provides a more flexible course schedule for those that have a family and/or are working students.

Hybrid/Blended courses

Hybrid classes provide an opportunity to take advantage of both online learning and face-to-face interaction utilizing Video Conferencing and/or a LMS. Students must attend face-to-face class instruction or video conferencing courses and log in to their e-learning environment.

Admission and Registration

Students should check their email for instructions and important information about the course. Students should also login to their online course the first day of instruction.

Course Schedules

NCAF online courses are not open-ended. They have set start and end dates. Most follow a set format with learning activities scheduled on a regular basis. Course schedule are published on the NCAF website. All NCAF policies, and procedures apply to students who participate in online courses.

Technology Requirements

All student enrolled in an online course are required to have access to a device with internet access with the following software and programs.

If using a mobile device or tablet, Microsoft TEAMS application will need to be installed

Minimum browser:

- Firefox 4
- Internet Explorer 8 (IE 10+ required for drag and drop of files from outside the browser into Moodle)
- Safari 5
- Google Chrome 11 Opera 9

It's recommended to have more than one browser installed on your device and become familiar with using both.

Improve Learning Success

Online courses provide more flexibility than traditional classroom courses. To get the most out of online an learning experience, review the following suggestions and strategies.

- Read the course syllabus thoroughly and understand the course expectations.
- Set a realistic schedule and ensure regular study time is established.
- Set goals and deadlines to meet deadlines and assignment due dates.
- Organize study schedule and create an electronic or weekly calendar and set reminders.
- Stay in touch with the faculty and know your faculty preference on how and when they prefer to be contacted.
- Take time to evaluate progress by checking and calculating your own grades.
- Plan time wisely and ensure time to study for test/quizzes.
- Connect with classmates to create an engaging productive environment.
- Discuss your progress with faculty and keep track of deadlines and submissions.
- Login to the online environment regularly and complete assignments on time.

Attendance

Attendance in Online Courses is mandatory just as face-to-face courses. Attendance will be tracked through the online student management system by the faculty. Attendance will incorporate completion of course requirements, participation in completing course assignments and interactions with faculty. Should it be determined that the participant is not meeting attendance policy requirements set forth by NCAF Apprentice Policy Handbook, then no credit hours shall be awarded.

Participants are expected to regularly attend all classes for which they are registered. Absence from class, regardless of the reason, will be handled in accordance with the same attendance policies specified in the Apprentice Policy Handbook

Identify Verification

The purpose of this policy is to ensure that the NCAF operates in compliance with all requirements of the USDOL, UBC International and OSHA provisions. All courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives training credit. One or more of the following methods will be used:

- Participant log-in must take place from links sent thru personal email addresses.
- Verification of participants attendance through video confirmation by instructors.
- Completion of interactive projects by identified participants.
- Successful completion of verified on-line assessments

Secure Login and Password

Each Participant has their own assigned guest invitation.

Related Practices

Online faculty have a responsibility to identify students during course delivery. Examples of these methods could be random scanning of participant video feeds, using more than one kind of assessment type, asking students to share important ideas learned from presentations, or randomly requesting participants to provide feedback during class.

Privacy Protection

All methods of verifying student identity in distance learning must protect the privacy of student information. Personally identifiable information collected by the NCAF may be used, at the discretion of the fund, as the basis for identity verification. Individual participants could be asked to provide a photo ID for verification.

New or Emerging Technologies

Third party vendors that provide robust identity verification software services (e.g., services similar to those used in the financial sector) could be used as an option by NCAF.

Responsibilities

All users of the NCAF distance learning systems are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. The assigned TEAM log-in information is not a secure credential and may be displayed at various areas in the learning management system. Any password used to enter the system is a secure credential. Access passwords may not be shared or given to anyone other than the user to whom they were assigned to for any reason.

Users are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent NTU Catalog as well as the Student Handbook. Failure to read NCAF policies, guidelines, requirements and regulations will not exempt users from responsibility. Students are responsible for providing accurate and true information about themselves in any identity verification process.

Faculty teaching courses through distance education methods have the primary responsibility for ensuring that their courses comply with the provisions of this policy. Faculty are responsible for informing the NCAF management of any new technologies being used to verify student identity, so that published information on student privacy can be maintained appropriately, and so that the NCAF can coordinate resources and services efficiently. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

Training for Participants

NCAF will provide faculty with appropriate training to use suitable approaches and technology to promote academic integrity. Additionally, NCAF Syllabi and orientations should include information for participants to understand procedures and issues for each online course and the apprenticeship program.

Student Compliant Process

Participants enrolled in online courses are able to follow the same procedures as apprentices attending classes in the training center if a grievance with the NCAF occurs. Participants are encouraged to discuss these difficulties with the person involved. The NCAF complaint procedure is described in detail on page 7 of the Apprentice Policy Handbook.