

DISTANCE PROVISIONING POLICY

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1. POLICY PURPOSE

This policy outlines the institution's approach to distance learning, the roles of technology and staff, and the expectations set for learning and teaching, ensuring consistency and quality across all distance education programmes.

2. POLICY SCOPE

The scope of this policy is to provide accessible, purposeful, and high-quality education to its diverse student population, while also maintaining academic standards, fostering positive learning experiences, and equipping students with relevant knowledge, applied skills, and competencies aligned to workplace contexts. The policy outlines the institution's commitment to empowering students through self-directed learning, leveraging innovative technology, and aligning educational offerings with industry and workplace demands.

3. TERMINOLOGY

The following terminology is defined:

- Vision: IQ Academy's long-term aspiration is to empower individuals and communities through education, creating a nation of people with the agency of choice.
- Mission: iQ Academy aims to provide accessible, purposeful education that empowers individuals to reach their potential.
- Values: Core principles that guide iQ Academy's operations and interactions.
- Virtual Campus: The online platform powered by LearnDash LMS, where iQ Academy delivers courses and programmes.
- Articulate Rise: A digital tool used to create interactive and mobile-friendly course content that integrates into the Virtual Campus.
- Self-directed learning: This is an approach in which students take responsibility for their learning by setting goals, engaging with learning activities, and reflecting on progress, within a structured, guided, and institutionally designed learning environment
- Independent Learning: The institutional teaching and learning model adopted by iQ Academy that enables students to engage in autonomous learning activities and develop lifelong learning skills, within a structured and guided framework that includes curriculum design, guided content, assessment-led progression, academic oversight, and technology-enabled systems that support self-directed learning.

- Formative Assessments: Ongoing assessments conducted during a course to monitor student progress and provide feedback for improvement.
- Summative Assessments: Final assessment designed to measure a student's achievement of course outcomes.
- Quality Assurance: Process and mechanisms to ensure the academic integrity, relevance, and effectiveness of iQ Academy's courses and programmes.

4. VISION AND MISSION OF THE INSTITUTION

We believe education can positively impact our nation and transform our world for the better for today and future generations. Our vision is that of a nation of people empowered with the agency of choice and who can give back to our communities. Our mission is to provide purposeful and accessible education that empowers potential. The iQ Academy values are betterment, access, relevance, shared value creation, our competitive attributes and VIP.

- Betterment: Empowering students through independence
- Access: Affordable education driven by the latest technology
- Relevance: Equipping our students with job-ready skills

Many of our students have the discipline and drive to undertake and complete programmes such as those offered by iQ Academy. They have experience in the workplace, as well as an understanding of the requirements of industry and the social and economic imperatives associated with the place of work. At iQ Academy, we are committed to providing positive learning experiences for our students. Students benefit most from positive learning interactions that are inspiring and realistic in the field and enable learning to occur in the core areas of business, tourism, and public management. Hence, our programmes build a strong foundation not only in the field of business but also in related fields to equip the students to develop further.

5. MODE OF DELIVERY

iQ Academy is a fully online distance learning institution. All courses and programmes are provided through the Virtual Campus, with learning materials and assessments accessible online. This provisioning mode of distance learning accommodates the unique needs of a diverse student population across South Africa.

6. STUDENTS AND IQ ACADEMY EMPLOYEES

iQ Academy's student population consists of adult learners from across South Africa, primarily between the ages of 25 and 45. Most students are working professionals who balance their studies with multiple responsibilities. To assist these students in achieving their goals, iQ Academy provides access to fully online programmes that are flexible and driven by mobile-friendly technology. While many of iQ Academy's employees are still based in East London (Head Office), the institution has

also adopted remote work practices. This shift enables iQ Academy to attract specialised skills nationwide, expanding the talent pool beyond the East London area.

7. VIRTUAL CAMPUS

The Virtual Campus, powered by the LearnDash LMS, is the primary platform for iQ Academy's online education delivery. Course material is designed and developed with the Independent Learning model and Self-directed Learning models in mind. It is then built into Articulate Rise, using its learning design elements for enhanced interactivity and various types of appropriate digital assets. Articulate Rise allows students to view course materials and digital assets on any device (i.e., smartphones, laptops and tablets). Articulate Rise files are then integrated into LearnDash to fit into the rest of the course layout built in LearnDash. Knowledge checks, formative assessments, and summative assessments are also built into LearnDash for online access and completion.

8. QUALITY ASSURANCE

In collaboration with the E-Learning Department, the Faculty oversees the quality of the courses and programmes on the Virtual Campus, including learning activities, content, and assessments. Regular performance evaluations and feedback mechanisms are in place to maintain academic standards and identify areas for continuous improvement. For more details, refer to the *Quality Assurance Policy*.

9. LEARNING AND TEACHING

Learning and teaching at iQ Academy are anchored in self-directed learning principles, promoting independence and lifelong learning. Faculty members design interactive and flexible course materials, incorporating various learning activities, including self-assessments and reflection activities, to support students in achieving their educational goals. For more details, refer to the *Learning and Teaching Policy*.

10. ASSESSMENT

Formative and summative assessments are conducted within the LMS. For more details, refer to the *Assessment Policy*.

11. WORK-INTEGRATED LEARNING

Work-integrated learning is facilitated through work-directed and problem-based learning modalities. These approaches enable students to apply theoretical knowledge to practical scenarios, aligning their skills with workplace demands and fostering problem-solving abilities. For more details, refer to the *Work-Integrated Learning Policy*.