

LEARNING AND TEACHING CONTINUITY POLICY

Responsible officer	Chief Academic Officer	
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Approved by	Morling College Board	
Responsible body	Morling College Board	
Approval date	20 July 2020	
Effective date	20 July 2020	
Review date	July 2025	
Superseded documents	Learning and Teaching Continuity Policy and Process 2015	
Compliance reference	HES_6.2.1.e	
Related documents	Critical Incident Policy Critical Incident Procedure	
Policy classification <i>Select a General OR an Academic option</i>	General Corporate Governance	Academic

1. PURPOSE

To address the risk of disruption to learning and teaching.

2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College

3. SCOPE

This policy applies across Morling.

This policy addresses **unplanned** disruptions to teaching due to critical incidents, or to teacher absence. Unplanned absences including, but are not limited to, sudden illness and/or injury, bereavement, unexpected resignation or dismissal, or death.

It does not apply to **planned** events such as teacher absences due to study leave, annual leave, planned sick leave. Nor does it apply to planned interruptions to information technology or the library. MC does not consider that these planned instances pose a risk to students' learning.

4. POLICY STATEMENT

Morling College is committed to providing, as far as is possible, an uninterrupted learning and teaching experience for its students. MC seeks to ensure that learning needs of students are considered and met in timely and appropriate ways should teaching continuity be disrupted.

5. PRINCIPLES

Role of the Principal

- 5.1 The Principal is responsible for making the decisions in response to disruptions of teaching continuity due to
- (a) the unavailability of academic staff members.
(The main source of information regarding the requirements for, and appropriateness of, the response is the Dean of the relevant Faculty.)
- and
- (b) critical incidents which render facilities/technologies unusable.
(Refer to the Critical Incident Policy and the Critical Incident Procedure.)

Short-term teacher disruption

- 5.3 A short-term teacher disruption is one where the unavailability of an academic staff member would disrupt teaching for a period up to one week.
- 5.3.1 Once notified of the absence, MC will attempt to provide students with alternative learning support, usually another teaching staff member covering the classes.
 - 5.3.2 In cases where MC is unable to provide alternative learning support, the students are notified of the absence of the academic staff member.
 - 5.3.3 Where possible, the disrupted class contact time is rescheduled at a mutually agreed time between the academic staff member and the students affected.
 - 5.3.4 If the disrupted class contact time cannot be rescheduled at a mutually agreed time, the academic staff member has the responsibility to ensure that the learning outcomes of the unit are met (e.g. through the provision of asynchronous online learning resources).

Long-term teacher disruption

- 5.4 A long-term teacher disruption is one where the unavailability of an academic staff member would disrupt teaching for more than one week.
- 5.4.1 MC assesses whether the disruption can be covered by existing full-time or part-time (fractional) academic staff.
 - 5.4.2 If this option is not feasible, MC will assess whether the disruption can be covered through a combination of existing full-time or fractional academic staff and existing sessional staff.
 - 5.4.3 If this option is not feasible due to staff not being suitably qualified or experienced, or the staff workloads increasing beyond reasonable

expectations, then MC will engage additional staff on a contract basis sufficient to ensuring teaching continuity for the remainder of the current semester.

- 5.4.4 If the disruption extends beyond the current semester, MC will implement more permanent arrangements to ensure teaching continuity.

Disruptions due to a critical incident

- 5.5 Disruptions to teaching continuity may be caused by a critical incident which renders facilities and/or technology unusable or temporarily disrupts students from commuting to campus. Disruptions due to a critical incident are managed in accordance with the Critical Incident Policy and the Critical Incident Procedure.
- 5.6 In circumstances where the student's technology is the cause for their learning disruption (e.g. computer issues, internet connectivity issues, natural disasters causing technical interruptions (flooding, earthquakes etc)), the relevant Faculty Dean and academic staff will make appropriate plans to deliver course material to the students including sending information on USBs, or sending hard copies of required materials. Adjustments to course assignment due dates may also be made depending on the circumstances and length of technology disruption.
- 5.7 MC has continuity plans in place for its technology systems. In the unlikely event of a serious technical issue/event occurring at MC, services will be returned to normal, and lost data retrieved as soon as possible. Adjustments to course assignment due dates may also be made depending on the circumstances and length of the disruption.
- 5.8 In the event that the campus facilities are unavailable for a period of a short-term nature, i.e. up to a week, the relevant academic staff and Faculty Dean will seek to reschedule classroom time to make up for lost time once the disruption has been resolved, or will replace the face-to-face class with online instruction. This will be done through communication with the students in finding the most suitable solution for affected parties.
- 5.9 In the event that no suitable time can be found to make-up for the disruption, the Faculty Dean and academic staff will ensure that all course material is provided to the students that would have been covered in the 'lost' classroom time and any required learning support will be provided to the students.
- 5.10 In the event of a longer interruption to face-to-face delivery, classes will be delivered online for the remainder of the teaching period affected.

6. RELATED DOCUMENTS AND LEGISLATION

Critical Incident Policy

Critical Incident Procedure

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2	MC Board	20 July 2020	20 July 2020	Formatted to template. 5.10 Removed reference to seeking alternate venue/s if to face-to-face teaching is disrupted. Instead, classes will be delivered online.
1	MC Board	February 2015	February 2015	New policy

Always **download** this policy anew from the Policies folder on the Morling share drive Policies/Staff Policy, as it may have changed.