Distance Education Design and Development

eSSential Tips in Preparing Distance Education Programs

Designing distance education programs is a rigorous process.

That's why many Ontario Private Career Colleges rely on Business Assessment Solutions to develop and design distance education programs for their schools so that schools can focus on what's most important to them—delivering the most current learning that meets Ministry standards for their student.

- Determine which DE path you are qualified to pursue (accelerated or normal).
- Review the three critical areas you must clearly demonstrate within your program:
  - Training Delivery Standard to Gain Program Approval;
  - Institutional Capacity Required to Meet DE Standard; and
  - Program Design and Administration.
- Prepare your detailed DE Policies and Procedures Manual.
- Create DE curriculum files and upload documentation in PARIS.
- Secure the applicable required assessments. **Note:** The normal path, requires adult education; subject matter expert; and distance education assessments.

Contact Jerry at 905-906-3706 **or visit** CertificationManagementSolutions.ca

Areas of Distance Education Program Assessment

Area of Assessment	Overview of Deliverables
Training Delivery Standard	- DE Model Program Design Meeting Distance Education Standards - Program Model View in the Learning Management System (LMS) and Program Calendar
Institutional Capacity Required in Order to Meet DE Standard	- LMS Functionality and Support - LMS Student Identity and Privacy - LMS Instructor Training; Qualifications; Ongoing Professional - Development Opportunities - Policies and Processes Documentation
Program Design & Administration	- Third Party Contracts - Quality Control Measures
Distance Education Application	- PARIS Application Documentation - PARIS Additional Supporting Documents - Program Designers Resumes and Credential Documents - DE Policies and Procedure Manual
Assessments	- Order of Completion: Third Party Adult Education; Subject Matter Expert Assessment Reports; DE Assessment