Information Learning Technology (ILT) Policy
Most recent update: 02 April 2025

Purpose

To provide, support and manage a range of high-quality learning programmes that meet the needs of Cheshire West and Chester. These programmes should incorporate the benefits of Information and Learning Technology (ILT) to transform learning, teaching, communication, curriculum development and management.

Achieving this purpose will produce:
- Engagement tools appropriate and in line with audience preferred choices.
- An interesting and appropriate curriculum offer.
- A curriculum that prepares learners for today's employment opportunities.
- An improved organisational approach to managing a wide area commissioned programme of adult education.
- More satisfied learners.
- More learners progressing into employment or further studies.
- Fewer learners leaving education or employment.
- Improved engagement with hard-to-reach groups.
- Further senior management commitment to online opportunities.
- Motivated and committed tutors/delivery staff.
- A return on investment.
- Increased employer contact management and successful employer engagement.

Why ILT?

It has been nationally recognised that harnessing technology and developing digital skills is critical to today's learning environment to prepare people for employment. It is also recognised that effective use of ILT within the learning environment can enhance the learning experience for both learners and tutors leading to raised standards, increased retention, broader choice and removal of barriers to access, and therefore widening participation. The FELTAG report from June 2014 requires a component of ILT delivery in all adult education provision.

Research and case studies have identified many benefits such as:
- Making learning more enjoyable and relevant.
- Differentiation - allows learners to study in their own time, at their own pace, and at their own level.
- Meeting the needs of different learning styles - information can easily be presented in a variety of formats such as visual, audio, activity-based, text-based etc.
- Blended learning and distance learning opportunities - allow services to reach hard to reach groups.
- Remote access and revision - learners can access learning and/or undertake reinforcement exercises via a Virtual Learning Environment (VLE) or Learning Platform at any time during the course.

- Involvement in learning - learners can help to develop teaching resources and materials and can participate in assessment activities using devices.
- Andragogical learning (placing the learner in control) - learners are responsible for their own learning because they can undertake self-assessment exercises and dictate the pace of their own learning.
- Peer teaching - learners support each other through sharing of resources, chat rooms, email, message boards etc.
- Retention and achievement - ICT can make complex or tedious tasks and information more engaging, so learners are motivated to do well and progress.
- Improved IT skills - tutors and learners find that their IT skills improve, which increases self-confidence and motivation for learning.
- Improved accessibility and inclusion.
- Compliance with the Disability Discrimination Act.
- Maximising learning potential from technologies that are part of learners' everyday lives.
- Preparing learners effectively for today's employment opportunities.

What's In It For Learners?

- It can engage and empower,
- It's flexible - any time, any place, any pace, any subject learning,
- It's motivating,
- It offers multi-skill learning,
- It can tailor learning,
- It's inclusive,
- It's collaborative,
- It's contemporary.

What's In It For Tutors?

- It can improve teaching and learning,
- It can improve retention and achievement,
- It reduces preparation time through resource sharing,
- It can motivate both learner and tutor,
- It saves time,
- It can make communication with learners easier,
- It can make it easier to amend and update materials,
- It can be used to track learner performance and give instant feedback,
- A number of learners can have access,
- Content is located in one place,
- It's cost effective,
- It can assist in the assessment process.

What's In It For Managers?

- Improved data analysis,
- Strategic decision making based on data,
- Improved communication with tutors and learners,
- Improved communication with partners,
- Improved employer/customer relationship management,
- Improved value for money.

How do we get there?

Priority 1   *Staff development and support*
Provide ILT staff development opportunities to all staff and improve awareness of ILT in the service.

Priority 2   *Integrated performance and management platform*
Make available an E-platform with Course and Learner management documentation, Quality Assurance documentation, Policy Statements, Learning data and analysis.

Priority 3   *Blended and distance learning opportunities*
Transform how people learn by harnessing the potential of Video Conferencing (through Teams), mobile computing and ensuring every opportunity to embed the use of ILT within all curriculum is fully developed including the continuing development of our VLE.

Priority 4   *Infrastructure and equipment*
Make quality resources available to staff to enable effective use of ILT in teaching and learning as well as supporting agile working for staff across the borough.

Priority 5   *Raise the profile of ILT*
Launch and sustain a marketing campaign, newsletter and incentives for ILT usage.