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SECTION A: GENERAL INFORMATION

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1 PURPOSE OF DOCUMENT

- 1.1 This document describes the policy and procedure to be followed for the accreditation of MCAST on-line courses.

2 APPLICABILITY OF DOCUMENT

- 2.1 This document is applicable to all on-line MCAST accredited courses.

3 INTRODUCTION

- 3.1 MCAST is a self-accrediting vocational education provider in Malta with a course provision that spans from MQF Introductory Level A to MQF Level 7. MCAST's objective is to make knowledge increasingly more accessible, flexible and innovative.

In this context, MCAST uses an LMS to offer on-line learning in a broad range of subjects, including ICT, creative arts, mechanical, electrical and electronics engineering and community services.

The LMS may also be used by people interested in acquiring an accredited certification by complimenting the online learning with face-to-face teaching and tutorials as well as formal controlled assessment designed and evaluated by MCAST staff.

This mode of studying is particularly suited for people already in employment who would like to consolidate their skills and career prospects.

4 STRUCTURE OF ON-LINE COURSES

4.1 Total Learning Hours (workload)

- 4.1.1 The typical course workload of on-line courses offered by MCAST is typically as indicated below:

Type of learning	Minimum Duration (hrs)
Interactive on-line learning	30
Face-to-face teaching	15
Assessment	5
Research / Self Study	100
Total work load	150 hours

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4.2 Assessment Methodology

4.2.1 On-line accredited courses include formal assessment that requires grading and feedback by lecturers and administered in a controlled environment under the responsibility of the MCAST Registrar.

4.3 Contact hours

4.3.1 The registered participants need to attend a minimum of 15 hours college based (face-to-face) contact hours with the lecturers at MCAST.

5 ACCREDITATION OF ON-LINE COURSES

5.1 Purpose of accreditation

5.1.1 The accreditation of on-line courses is an important process to ensure quality assurance of the on-line course offering of MCAST. Through course accreditation, MCAST ensures that the on-line courses are at par with other MCAST college-based programmes.

MCAST wants to encourage learners to use the concept of credit accumulation in order to gradually achieve high level qualifications.

The College may consider to offer on-line courses that are either:

- a) courses that form part of MCAST's accreditation standard course database and transformed into e-learning format, or;
- b) new courses.

5.2 Accreditation of previously existing courses configured for on-line learning

5.2.1 In the case of on-line courses that are transposed from previously, already accredited college-based units, the course does not need to follow the full accreditation process.

However, the QA checks will ensure prior to uploading of the course that the on-line version covers the course rationale, learning outcomes and assessment criteria and methodology.

5.3 Accreditation of new on-line courses

5.3.1 In the case of a new course to be developed as an on-line course offering, the design, development, accreditation, approval and cyclical review processes to be applied are the same as for college-based courses (Refer to documents below).

Reference Documents

Doc 013 : Programme Design, Development and Approval Procedure

Doc 028 : Programme Review Procedure