

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 29994 — Learning Services Distance Learning Requirements

ISO Certification Programme



LAPT — London Academy of Professional Training

Address 85 Great Portland Street, W1W 7LT, London, United Kingdom

Email info@lapt.org

Telephone +44 7513 283044

Web lapt.org

Reference MGT-EDU-29994 • ISO Management & Services

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AT A GLANCE

REFERENCE	MGT-EDU-29994
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Distance Learning Standards and Frameworks

5 chapters · 30 classes 105 marks

• 1 Understanding Distance Learning Frameworks — 6 classes

› 1.1 Explore Key Concepts of Distance Learning Frameworks

› 1.2 Identify Standards for Effective Distance Learning

› 1.3 Analyze the ISO 29994 Certification Process

› 1.4 Assess Current Distance Learning Practices

› 1.5 Develop a Framework for Implementing Distance Learning Standards

› 1.6 Evaluate the Impact of Distance Learning Frameworks on Leadership

• 2 Regulatory Standards and Compliance in Distance Learning — 6 classes

› 2.1 Identify Key Regulatory Standards for Distance Learning

› 2.2 Explore Compliance Frameworks in Educational Institutions

› 2.3 Analyze the Impact of ISO 29994 on Distance Learning Practices

› 2.4 Evaluate Organizational Policies for Regulatory Compliance

› 2.5 Develop Strategies for Continuous Compliance Monitoring

› 2.6 Implement Best Practices for Ensuring Regulatory Adherence

• 3 Designing Effective Distance Learning Programs — 6 classes

› 3.1 Assessing Learner Needs for Distance Learning Design

› 3.2 Establishing Learning Objectives for Distance Courses

› 3.3 Selecting Appropriate Technologies for Distance Learning Delivery

› 3.4 Creating Engaging and Interactive Course Content

› 3.5 Implementing Assessment Strategies in Distance Learning

› 3.6 Evaluating and Improving Distance Learning Programs

• 4 Assessment and Evaluation in Distance Learning — 6 classes

› 4.1 Identify Key Assessment Frameworks for Distance Learning

› 4.2 Analyze Standard Evaluation Methods for Online Courses

› 4.3 Design Effective Assessment Tools for Distance Education

› 4.4 Implement Formative and Summative Assessments in Online Learning

› 4.5 Evaluate Learner Outcomes through Data-Driven Analysis

› 4.6 Create Action Plans for Continuous Improvement in Distance Learning Assessment

• 5 Innovations and Future Trends in Distance Learning — 6 classes

› 5.1 Examine Emerging Technologies in Distance Learning

› 5.2 Analyze the Impact of AI on Learning Experiences

› 5.3 Evaluate Trends in Student Engagement and Motivation

› 5.4 Investigate Innovative Assessment Methods for Remote Learning

› 5.5 Discuss the Role of Personalization in Distance Education

› 5.6 Design a Forward-Thinking Distance Learning Initiative

• 1 Understanding Evaluation and Assessment in Distance Learning

— 6 classes

- › 1.1 Define Key Concepts in Distance Learning Evaluation
- › 1.2 Identify Different Types of Assessment Techniques
- › 1.3 Explore the Role of Feedback in Distance Learning
- › 1.4 Analyze Criteria for Effective Evaluation Methods
- › 1.5 Develop a Framework for Assessing Learner Outcomes
- › 1.6 Implement Strategies for Continuous Improvement in Distance Learning

• 1 Foundations of Evaluation in Distance Learning — 6 classes

- › 1.1 Define Evaluation in Distance Learning Contexts
- › 1.2 Identify Key Evaluation Models for Online Education
- › 1.3 Explore Different Assessment Methods in Distance Learning
- › 1.4 Analyze the Role of Feedback in Distance Learning Evaluation
- › 1.5 Discuss Ethical Considerations in Distance Learning Assessment
- › 1.6 Develop a Framework for Evaluating Distance Learning Programs

• 2 Types of Assessment: Formative and Summative — 6 classes

- › 2.1 Identify Key Characteristics of Formative Assessment
- › 2.2 Explore the Role of Summative Assessment in Learning Outcomes
- › 2.3 Compare and Contrast Formative and Summative Assessments
- › 2.4 Design a Formative Assessment for Distance Learning
- › 2.5 Construct a Summative Assessment Blueprint
- › 2.6 Evaluate the Effectiveness of Assessments in Distance Learning

• 2 Types of Assessment in Distance Learning Environments — 6 classes

- › 2.1 Identify Key Types of Assessment in Distance Learning
- › 2.2 Explore Formative Assessment Strategies for Online Learning
- › 2.3 Analyze Summative Assessment Techniques in Virtual Environments
- › 2.4 Examine Peer Assessment Methods in Distance Learning
- › 2.5 Evaluate the Role of Self-Assessment in Learner Development
- › 2.6 Implement Effective Assessment Tools for Distance Learning

• 3 Designing Effective Evaluation Criteria and Tools — 6 classes

- › 3.1 Define Key Evaluation Criteria for Distance Learning
- › 3.2 Identify Assessment Tools to Measure Learning Outcomes
- › 3.3 Analyze the Effectiveness of Different Evaluation Methods
- › 3.4 Develop Rubrics for Consistent Grading in Distance Learning
- › 3.5 Implement Feedback Mechanisms for Continuous Improvement
- › 3.6 Customize Evaluation Strategies Based on Learner Needs

• 3 Developing Effective Assessment Tools for Distance Learning — 6

classes

- › 3.1 Identify Key Components of Effective Assessment Tools
- › 3.2 Analyze Different Assessment Types in Distance Learning
- › 3.3 Design Rubrics for Objective Grading in Online Environments
- › 3.4 Develop Authentic Assessments that Reflect Real-World Skills
- › 3.5 Create Feedback Mechanisms to Enhance Student Learning
- › 3.6 Evaluate and Revise Assessment Tools for Continuous Improvement

• 4 Using Technology for Assessment in Distance Learning — 6

classes

- › 4.1 Explore Digital Tools for Formative Assessment
- › 4.2 Analyze the Effectiveness of Online Quizzes
- › 4.3 Implement Peer Assessment Using Technology
- › 4.4 Develop Rubrics for Online Assignment Evaluation
- › 4.5 Utilize Learning Analytics to Measure Student Engagement
- › 4.6 Create Feedback Mechanisms in Distance Learning Environments

• 4 Data Analysis and Interpretation in Distance Education Assessment — 6 classes

- › 4.1 Analyze Key Metrics for Distance Learning Assessment
- › 4.2 Identify Data Collection Methods for Effective Evaluation
- › 4.3 Interpret Quantitative Data in Distance Education Contexts
- › 4.4 Evaluate Qualitative Feedback from Learner Assessments
- › 4.5 Develop Actionable Insights from Data Analysis
- › 4.6 Apply Data-Driven Decisions to Enhance Learning Outcomes

• 5 Analyzing and Interpreting Assessment Results — 6 classes

- › 5.1 Identify Key Assessment Metrics for Distance Learning
- › 5.2 Evaluate the Reliability of Assessment Data in Distance Learning
- › 5.3 Analyze Trends in Assessment Results Over Time
- › 5.4 Interpret Assessment Results in the Context of Learning Objectives
- › 5.5 Utilize Data Visualization Tools to Present Assessment Findings
- › 5.6 Develop Action Plans Based on Assessment Analysis

• 5 Best Practices for Continuous Improvement in Distance Learning Evaluation — 6 classes

- › 5.1 Identify Key Metrics for Evaluating Distance Learning Effectiveness
- › 5.2 Analyze Student Feedback to Drive Continuous Improvement
- › 5.3 Implement Formative Assessment Techniques in Online Learning
- › 5.4 Incorporate Peer Reviews as a Tool for Enhancing Quality
- › 5.5 Utilize Data Analytics to Inform Instructional Decisions
- › 5.6 Develop an Action Plan for Sustaining Continuous Improvement

• 1 Foundations of Innovative Technologies in Distance Learning — 6 classes

- › 1.1 Explore the Evolution of Distance Learning Technologies
- › 1.2 Identify Key Innovative Technologies Impacting Distance Learning
- › 1.3 Analyze the Benefits of Utilizing Innovative Technologies in Education
- › 1.4 Assess the Challenges of Implementing New Technologies in Distance Learning
- › 1.5 Design a Technology-Enhanced Learning Experience
- › 1.6 Evaluate Future Trends and Their Potential in Distance Learning

• 2 Digital Tools for Enhanced Learning Engagement — 12 classes

- › 2.1 Explore Interactive Learning Platforms
- › 2.1 Identify Key Digital Tools for Effective Distance Learning
- › 2.2 Utilize Gamification Techniques for Engagement
- › 2.2 Analyze the Impact of Interactive Multimedia on Learning Engagement
- › 2.3 Implement Video Conferencing Tools Effectively
- › 2.3 Explore Gamification Techniques to Foster Student Participation
- › 2.4 Integrate Collaborative Tools for Group Learning
- › 2.4 Apply Collaborative Tools to Enhance Peer Interaction
- › 2.5 Analyze Feedback Mechanisms in Distance Learning
- › 2.5 Assess Analytics and Feedback Tools for Continuous Improvement
- › 2.6 Design an Interactive Learning Module
- › 2.6 Design a Distance Learning Module Incorporating Innovative Technologies

• 3 Assessing and Implementing E-Learning Technologies — 12 classes

- › 3.1 Identify Key E-Learning Technologies and Their Benefits
- › 3.1 Identify Key E-Learning Technologies for Distance Learning
- › 3.2 Evaluate Criteria for Selecting E-Learning Tools
- › 3.2 Evaluate the Effectiveness of Different E-Learning Tools
- › 3.3 Analyze Current Trends in Distance Learning Technologies
- › 3.3 Analyze Learner Needs to Select Appropriate Technologies
- › 3.4 Develop a Framework for Implementing E-Learning Solutions
- › 3.4 Develop Criteria for Assessing E-Learning Software
- › 3.5 Create a Pilot Plan for Testing E-Learning Technologies
- › 3.5 Implement E-Learning Technologies in a Pilot Program
- › 3.6 Assess the Impact of E-Learning Implementation on Learner Outcomes
- › 3.6 Review and Optimize E-Learning Technology Implementation

• 4 Data-Driven Decision Making in Distance Learning — 12 classes

- › 4.1 Analyze Data Sources for Distance Learning Insights
- › 4.1 Analyze Data Sources for Distance Learning Insights
- › 4.2 Evaluate Key Performance Indicators for Student Engagement
- › 4.2 Evaluate Metrics for Assessing Learning Outcomes
- › 4.3 Utilize Analytics Tools to Assess Learning Outcomes
- › 4.3 Interpret Data Patterns to Enhance Student Engagement
- › 4.4 Interpret Data Trends to Improve Course Design
- › 4.4 Implement Data-Driven Strategies for Course Improvement
- › 4.5 Develop Action Plans Based on Data Analysis
- › 4.5 Utilize Technology Tools for Effective Data Collection
- › 4.6 Monitor and Adjust Strategies Through Continuous Data Evaluation
- › 4.6 Develop Action Plans Based on Data Analysis Results

• 5 Future Trends in Distance Learning Technologies — 12 classes

- › 5.1 Explore Emerging Technologies Shaping Distance Learning
- › 5.1 Explore Emerging Technologies in Distance Learning
- › 5.2 Analyze the Role of Artificial Intelligence in Education
- › 5.2 Analyze the Impact of Artificial Intelligence on Learning Outcomes
- › 5.3 Evaluate the Impact of Virtual Reality on Student Engagement
- › 5.3 Investigate Virtual Reality Applications in Distance Education
- › 5.4 Assess the Benefits of Mobile Learning Applications
- › 5.4 Examine the Role of Mobile Learning in Student Engagement
- › 5.5 Investigate Trends in Collaborative Learning Tools
- › 5.5 Assess Collaborative Tools for Enhanced Learning Experiences
- › 5.6 Design a Future-Ready Distance Learning Experience
- › 5.6 Design a Future-Ready Distance Learning Module Using Innovative Technologies

• 1 Fundamentals of Leadership in Education — 6 classes

- › 1.1 Define and Differentiate Leadership Styles in Education
- › 1.2 Explore the Role of Emotional Intelligence in Educational Leadership
- › 1.3 Identify Key Characteristics of Effective Educational Leaders
- › 1.4 Analyze the Impact of Leadership on Team Dynamics in Educational Settings
- › 1.5 Develop Strategies for Fostering a Collaborative Team Environment
- › 1.6 Implement Leadership Skills through Practical Scenarios in Education

• 2 Building Effective Teams in Educational Contexts — 6 classes

- › 2.1 Identify Key Characteristics of Effective Educational Teams
- › 2.2 Explore Roles and Responsibilities Within a Team Structure
- › 2.3 Apply Communication Strategies to Enhance Team Collaboration
- › 2.4 Develop Conflict Resolution Skills for Team Dynamics
- › 2.5 Implement Goal-Setting Techniques for Team Success
- › 2.6 Evaluate Team Performance and Provide Constructive Feedback

• 3 Communication Strategies for Educational Leaders — 6 classes

- › 3.1 Analyze Effective Communication Models in Leadership
- › 3.2 Develop Active Listening Skills for Team Engagement
- › 3.3 Apply Nonverbal Communication Techniques in Educational Settings
- › 3.4 Craft Clear and Concise Messages for Diverse Audiences
- › 3.5 Facilitate Constructive Feedback Sessions for Team Improvement
- › 3.6 Evaluate Communication Tools to Enhance Leadership Practices

• 4 Conflict Resolution and Negotiation in Educational Teams — 6 classes

- › 4.1 Identify Common Sources of Conflict in Educational Teams
- › 4.2 Analyze the Impact of Conflict on Team Dynamics
- › 4.3 Explore Effective Communication Strategies for Conflict Resolution
- › 4.4 Apply Active Listening Techniques in Negotiation Scenarios
- › 4.5 Develop a Conflict Resolution Framework for Educational Teams
- › 4.6 Role-Play Negotiation Strategies to Resolve Team Disputes

• 5 Innovative Leadership Practices for Remote Learning Environments — 6 classes

- › 5.1 Analyze the Impact of Innovative Leadership on Remote Learning
- › 5.2 Identify Key Characteristics of Effective Leaders in Virtual Settings
- › 5.3 Explore Strategies for Fostering Collaboration in Distance Learning
- › 5.4 Design Engaging and Interactive Remote Learning Activities
- › 5.5 Assess the Role of Technology in Supporting Educational Leadership
- › 5.6 Implement Feedback Mechanisms to Enhance Team Performance Online

• 1 Fundamentals of Quality Assurance in Distance Learning — 6 classes

- › 1.1 Define Key Concepts of Quality Assurance in Distance Learning
- › 1.2 Identify Core Standards for Distance Learning Quality Assurance
- › 1.3 Analyze the Role of Stakeholders in Quality Assurance Processes
- › 1.4 Explore Techniques for Evaluating Distance Learning Quality
- › 1.5 Develop Strategies for Continuous Improvement in Distance Learning
- › 1.6 Implement Best Practices for Quality Assurance in Your Distance Learning Program

• 2 Compliance with ISO Standards in Distance Learning — 6 classes

- › 2.1 Understand ISO 29994 Framework and Its Importance in Distance Learning
- › 2.2 Identify Key Compliance Requirements for Distance Learning Providers
- › 2.3 Evaluate the Role of Leadership in Ensuring ISO Compliance
- › 2.4 Assess Current Distance Learning Practices Against ISO Standards
- › 2.5 Develop an Action Plan for Implementing ISO Compliance in Distance Learning
- › 2.6 Monitor and Review Compliance: Establishing Continuous Improvement Processes

• 3 Assessment and Evaluation Techniques for Distance Learning — 6 classes

- › 3.1 Identify Key Assessment Techniques for Distance Learning
- › 3.2 Analyze Different Evaluation Metrics in Online Education
- › 3.3 Design Effective Formative Assessments for Virtual Classes
- › 3.4 Implement Summative Assessment Strategies in Remote Learning
- › 3.5 Explore Tools for Collecting and Analyzing Learner Feedback
- › 3.6 Develop an Action Plan for Continuous Quality Improvement in Assessments

• 4 Continuous Improvement Strategies for Distance Learning Services — 6 classes

- › 4.1 Identify Key Metrics for Evaluating Distance Learning Quality
- › 4.2 Analyze Stakeholder Feedback to Drive Improvement
- › 4.3 Implement Best Practices in Course Design and Delivery
- › 4.4 Conduct Regular Training for Educators and Staff
- › 4.5 Utilize Technology to Enhance Student Engagement and Learning Outcomes
- › 4.6 Develop a Continuous Improvement Plan for Distance Learning Services

• 5 Leadership in Quality Assurance for Distance Learning — 12 classes

- › 5.1 Define Leadership Roles in Quality Assurance for Distance Learning
- › 5.1 Define Key Concepts of Leadership in Quality Assurance
- › 5.2 Analyze Key Quality Assurance Frameworks for Distance Learning
- › 5.2 Identify Best Practices for Implementing Quality Assurance in Distance Learning
- › 5.3 Evaluate Leadership Strategies for Effective Distance Learning Quality Assurance
- › 5.3 Analyze Leadership Roles in Developing Distance Learning Standards
- › 5.4 Identify Stakeholder Engagement Techniques in Distance Learning Quality Assurance
- › 5.4 Explore Frameworks for Effective Quality Assurance Leadership
- › 5.5 Develop Action Plans to Address Quality Assurance Challenges in Distance Learning
- › 5.5 Evaluate the Impact of Leadership on Distance Learning Outcomes
- › 5.6 Implement Continuous Improvement Practices in Distance Learning Quality Assurance
- › 5.6 Create a Leadership Action Plan for Quality Assurance in Distance Learning

• 1 Understanding the Foundations of Distance Learning — 6 classes

- › 1.1 Define Key Concepts in Distance Learning
- › 1.2 Explore Historical Development of Distance Learning
- › 1.3 Identify Essential Technologies for Distance Learning
- › 1.4 Analyze Different Learning Theories Relevant to Distance Learning
- › 1.5 Evaluate Best Practices in Distance Learning Design
- › 1.6 Apply Strategic Planning Principles to Distance Learning Programs

• 2 Analyzing Learner Needs and Contexts — 6 classes

- › 2.1 Identify Key Characteristics of Distinct Learner Groups
- › 2.2 Assess the Importance of Cultural Context in Learning
- › 2.3 Evaluate Methods for Gathering Learner Feedback
- › 2.4 Analyze Learning Preferences and Styles of Targeted Learners
- › 2.5 Investigate Barriers to Effective Distance Learning
- › 2.6 Develop a Learner-Centric Strategy Based on Needs Analysis

• 3 Developing Strategic Objectives for Distance Learning Programs

— 6 classes

- › 3.1 Identify Key Stakeholders in Distance Learning Programs
- › 3.2 Analyze Current Market Trends Impacting Distance Learning
- › 3.3 Define Measurable Goals for Distance Learning Initiatives
- › 3.4 Align Strategic Objectives with Institutional Mission and Vision
- › 3.5 Develop Action Plans to Achieve Strategic Objectives
- › 3.6 Evaluate the Effectiveness of Strategic Objectives in Practice

• 4 Creating an Effective Distance Learning Curriculum — 6 classes

- › 4.1 Assess Learning Needs for Distance Education Programs
- › 4.2 Define Learning Objectives to Guide Curriculum Design
- › 4.3 Select Appropriate Learning Technologies for Delivery
- › 4.4 Design Engaging Learning Activities for Online Learners
- › 4.5 Evaluate and Update Curriculum Based on Learner Feedback
- › 4.6 Implement Strategies for Continuous Improvement in Distance Learning

• 5 Evaluating and Improving Distance Learning Strategies — 6 classes

- › 5.1 Assess Current Distance Learning Strategies
- › 5.2 Identify Key Performance Indicators for Evaluation
- › 5.3 Collect and Analyze Learner Feedback
- › 5.4 Benchmark Against Best Practices in Distance Learning
- › 5.5 Develop Action Plans for Improvement
- › 5.6 Implement Changes and Monitor Progress