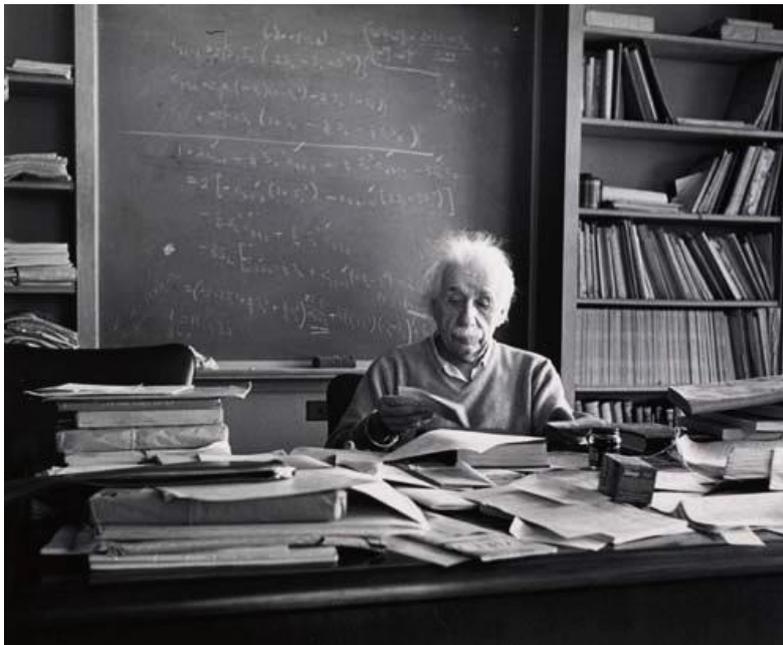




# Homework Policy 2016/17



Directorate	Teaching, Learning and Quality
Drafted	August 2015
Reviewed	June 2016
Next Review	June 2017

## CONTENTS

The Purpose of Homework	3
Scope	3
Form	3
Facilities and Resources	4
Responsibilities	4

## **The Purpose of Homework**

The Homework Policy is intended to provide learners with regular opportunities to:

1. extend, develop and practise what is learned in class;
2. prepare for work in class;
3. acquire the ability, confidence and organisational skills to work independently;
4. gather information, ideas and skills from a wide range of sources and stimuli outside of the College;
5. work at their own pace and ability level, particularly in tackling longer term projects;
6. revise and reinforce skills and knowledge learnt in the class work;
7. act on feedback given by teachers.

Through homework, lecturers can:

1. enable learners to master underpinning knowledge outside the classroom, so activities within it can focus on the higher level skills of application, analysis, evaluation, synthesis and creativity;
2. encourage learners to explore complementary topics which enrich the study programme;
3. apply their learning to different contexts.

## **Scope**

The Homework Policy applies to learners at all levels and on all types of course, although lecturers may wish to take into account the following when designing homework tasks:

1. the level of the course;
2. the type of learner (e.g. working adult learners in an evening class);
3. reasonable timescales given the nature and size of the homework;
4. homework being set by other lecturers on the course;
5. how the homework links into the Scheme of Work.

## **Form**

Homework should not just be about completing assignment work for summative assessment; rather it can fulfil a great many purposes that support the formative learning process. Homework can take many forms beyond traditional written work including planning, preparing, revising, reading, discussing, interviewing, designing, drawing, photographing, collecting, experimenting, investigating, re-drafting, improving, researching, testing, listening, imagining and so forth. Homework should include some variety so learners don't always see it as more written work.

## **Facilities and Resources**

The College will provide resources both during the College day and afterwards, including iLRC facilities, so that learners have access to a suitable study environment for doing homework at College as well as at home. Students have access to computers, the Internet and Oracle - the College virtual learning environment - which can be accessed remotely. Other support available outside the classroom includes iLRC staff who can support with research and academic study techniques and Study Facilitators who can help learners with their individual needs.

## **Responsibilities**

### **Learners are responsible for:**

- making a note of the homework required and the deadline;
- asking for any clarification well in advance of the deadline;
- completing the work set to the best of their ability;
- handing the completed work in on time in the agreed format (which may include online);
- giving the lecturer advance notice where possible if, for whatever reason, they don't think they will meet the deadline.

### **If the learner is 14-18, parents are responsible for:**

- providing a suitable place for the learner to do the homework;
- taking an interest in the homework and discussing it;
- encouraging the student to complete the homework on time;
- contacting the College via the tutor or subject lecturer if there are any concerns.

### **The College is responsible for:**

- setting regular and appropriate homework for the level of the course;
- setting a date for completion;
- helping learners to identify time to complete homework;
- giving helpful and constructive feedback in written or verbal form depending on the nature of the homework;
- enabling the learner to appreciate the relevance of the homework to the lessons and understand how it can be linked to ongoing activities;
- returning marked written work within three weeks of submission;
- taking appropriate action to support learners who fail to complete homework, including contacting parents.