

<b><i>Best practice</i></b>	<b><i>How this will be ensured</i></b>
1. Learning is guided by a clear schedule of objectives and activities which establish an effective developmental progression.	
2. A positive affective environment is established through social and other two-way interaction amongst learners and teachers.	
3. Content materials provide an up-to-date and relevant knowledge-base for teachers and learners.	
4. Learners are actively involved in expressing and sharing their own ideas and collaborating with others.	
5. Learners receive regular and constructive feedback on their performance.	
6. Learners receive effective support on request.	

<p>7. Enrolment and setting up of authorised teacher and learner accounts is easy to manage.</p>	
<p>8. Only authorised users (teachers, learners) have access to access to 'restricted' material such as learner information.</p>	
<p>9. Non-restricted information is available to the public and is published in formats which enable portability and re-use.</p>	
<p>10. All course and personal information is stored and backed up securely.</p>	

More information about this guide, its development and its use is available from the author's website:

*<http://www.verso.co.nz/resources/flexible-learning-planning-guide/>*

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