

FINAL  
DRAFT

INTERNATIONAL  
STANDARD

ISO/FDIS  
29994

ISO/TC 232

Secretariat: DIN

Voting begins on:  
**2021-01-19**

Voting terminates on:  
**2021-03-16**

---

---

## Education and learning services — Requirements for distance learning

**iTeh STANDARD PREVIEW**  
**(standards.iteh.ai)**

ISO/FDIS 29994

<https://standards.iteh.ai/catalog/standards/sist/5cc7ece1-adf8-4eb2-981c-65228063246f/iso-fdis-29994>

RECIPIENTS OF THIS DRAFT ARE INVITED TO SUBMIT, WITH THEIR COMMENTS, NOTIFICATION OF ANY RELEVANT PATENT RIGHTS OF WHICH THEY ARE AWARE AND TO PROVIDE SUPPORTING DOCUMENTATION.

IN ADDITION TO THEIR EVALUATION AS BEING ACCEPTABLE FOR INDUSTRIAL, TECHNOLOGICAL, COMMERCIAL AND USER PURPOSES, DRAFT INTERNATIONAL STANDARDS MAY ON OCCASION HAVE TO BE CONSIDERED IN THE LIGHT OF THEIR POTENTIAL TO BECOME STANDARDS TO WHICH REFERENCE MAY BE MADE IN NATIONAL REGULATIONS.



Reference number  
ISO/FDIS 29994:2021(E)

© ISO 2021

**iTeh STANDARD PREVIEW**  
**(standards.iteh.ai)**

ISO/FDIS 29994

<https://standards.iteh.ai/catalog/standards/sist/5cc7ece1-adf8-4eb2-981c-65228063246f/iso-fdis-29994>



**COPYRIGHT PROTECTED DOCUMENT**

© ISO 2021

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office  
CP 401 • Ch. de Blandonnet 8  
CH-1214 Vernier, Geneva  
Phone: +41 22 749 01 11  
Email: [copyright@iso.org](mailto:copyright@iso.org)  
Website: [www.iso.org](http://www.iso.org)

Published in Switzerland

<b>Contents</b>	<b>Page</b>
<b>Foreword</b> .....	<b>iv</b>
<b>Introduction</b> .....	<b>v</b>
<b>1 Scope</b> .....	<b>1</b>
<b>2 Normative references</b> .....	<b>1</b>
<b>3 Terms and definitions</b> .....	<b>1</b>
<b>4 General information provided by the DLSP</b> .....	<b>3</b>
<b>5 Proposal development</b> .....	<b>3</b>
<b>6 Information provided prior to the acquisition of the distance learning service</b> .....	<b>3</b>
<b>7 Needs analysis</b> .....	<b>3</b>
<b>8 Design of the distance and learning service</b> .....	<b>4</b>
<b>9 Information about the distance learning service for enrolled learners or their sponsors</b> .....	<b>4</b>
<b>10 Service delivery</b> .....	<b>4</b>
10.1 Technology-supported distance learning.....	<b>4</b>
10.2 Learning materials available via distance learning.....	<b>5</b>
10.3 Learner support.....	<b>5</b>
<b>11 Personnel</b> .....	<b>5</b>
11.1 Facilitators.....	<b>5</b>
11.2 Learner-support staff.....	<b>6</b>
<b>12 Assessment of learning</b> .....	<b>6</b>
<b>13 Monitoring and evaluation of the distance learning service</b> .....	<b>6</b>
<b>14 Payment</b> .....	<b>6</b>
<b>Bibliography</b> .....	<b>7</b>

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directives](http://www.iso.org/directives)).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see [www.iso.org/patents](http://www.iso.org/patents)).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see [www.iso.org/iso/foreword.html](http://www.iso.org/iso/foreword.html).

This document was prepared by Technical Committee ISO/TC 232, *Education and learning services*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at [www.iso.org/members.html](http://www.iso.org/members.html).

## Introduction

This document is intended to provide specific requirements for distance learning services. The aims of this document are to improve transparency and enhance the credibility of distance learning services, to protect consumers by preventing prejudicial practices and to improve the quality of distance learning services for all interested parties.

The structure of this document reflects a typical sequence of experiences of learners and sponsors in prototypical distance learning services. This document is intended to be used alongside ISO 29993. Distance learning service providers (DLSP) can implement this document and ISO 29993 to ensure the consistent delivery of distance learning services.

## iTeh STANDARD PREVIEW (standards.iteh.ai)

ISO/FDIS 29994

<https://standards.iteh.ai/catalog/standards/sist/5cc7ece1-adf8-4eb2-981c-65228063246f/iso-fdis-29994>

**iTeh STANDARD PREVIEW**  
**(standards.iteh.ai)**

ISO/FDIS 29994

<https://standards.iteh.ai/catalog/standards/sist/5cc7ece1-adf8-4eb2-981c-65228063246f/iso-fdis-29994>

# Education and learning services — Requirements for distance learning

## 1 Scope

This document specifies requirements for distance learning services not specified in ISO 29993.

It is applicable to any distance learning services that are addressed to learners themselves as well as to sponsors who are acquiring the services on behalf of the learners.

In cases where the distance learning services are provided by an organization that delivers other methods of learning services, this document only applies to distance learning services.

## 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 29993:2017, *Learning services outside formal education — Service requirements*

## 3 Terms and definitions (standards.iteh.ai)

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

### 3.1

#### distance learning services

sequence of activities, designed to enable learning, delivered while learners and facilitators are separated by time, space or both

EXAMPLE Correspondence courses, digital learning, online learning, mobile.

### 3.2

#### distance learning service provider

##### DLSP

organization or individual providing *distance learning services* (3.1), including any associates involved in the provision of the distance learning services

### 3.3

#### curriculum

course of study prepared by the *distance learning service provider* (3.2) which describes the aims, content, learning outcomes, learning and teaching methods, the amount of time required and assessment processes

[SOURCE: ISO 29995:—, 3.6.6<sup>1)</sup>, modified]

1) Under preparation. Stage at the time of publication: ISO/FDIS 29995:2021.

**3.4  
evaluation**

systematic gathering of information in order to make decisions about possible adjustments to the distance learning service

[SOURCE: ISO 29995:—, 3.5.2, modified]

**3.5  
instructional designer**

person who crafts content for a learning experience, using systematic methodologies and instructional theory

Note 1 to entry: Instructional designers may work alone or lead teams that include writers, editors, graphic designers, artists, subject matter experts, assessment specialists and other professionals tasked with the work of content and curriculum development. In a small enterprise or institution, a single individual may play the roles of both instructional designer and facilitator.

**3.6  
learner**

person engaged in distance learning

[SOURCE: ISO 29995:—, 3.2.8, modified]

**3.7  
learning**

acquiring knowledge, behaviour, skills, values, preferences or understanding

[SOURCE: ISO 29995:—, 3.3.2]

**3.8  
learning environment**

physical or virtual environment in support of a learner

ISO/FDIS 29994  
<https://standards.iteh.ai/catalog/standards/sist/5cc7ece1-adf8-4eb2-981c-65228063246f/iso-fdis-29994>

[SOURCE: ISO/IEC 2382-36:2019, 3.3.5]

**3.9  
technical literacy**

ability to use, manage, understand and assess technology

**3.10  
sponsor**

organization or individual that acquires a *distance learning service* (3.1) on behalf of learners, provides financial or other support for them or has a vested interest in the outcome of the learning

EXAMPLE Corporations, government agencies, persons.

[SOURCE: ISO 29995:—, 3.2.17, modified]

**3.11  
facilitator**

person who works with learners to assist them with *learning* (3.7)

Note 1 to entry: A facilitator is also often referred to as a teacher, a trainer, a coach, a tutor or a mentor.

[SOURCE: ISO 29995:—, 3.11]

**3.12  
learner support**

assistance provided to help learners with their *learning* (3.7)

Note 1 to entry: Learner support may be provided by administrators, counsellors, technical support staff, facilitators or technology (e.g. artificial intelligence).



## 4 General information provided by the DLSP

4.1 The general information provided by the DLSP shall meet the general requirements as detailed in ISO 29993:2017, Clause 4, except ISO 29993:2017, 4.2 a).

4.2 The DLSP shall provide information on learner support and learning environment.

## 5 Proposal development

5.1 The proposal development shall meet the general requirements as detailed in ISO 29993:2017, Clause 5.

5.2 When learning takes place via a technology interface, DLSP shall provide the following:

- technical prerequisites to access and fully use the interface;
- technical support policy.

5.3 The DLSP should provide a trial period.

## 6 Information provided prior to the acquisition of the distance learning service

6.1 The information provided prior to the acquisition of the distance learning service shall meet the general requirements as detailed in ISO 29993:2017, Clause 6.

6.2 The DLSP shall provide a personal data protection policy.

<https://standards.iteh.ai/catalog/standards/sist/5cc7ece1-adf8-4eb2-981c-65228063246f/iso-fdis-29994>

6.3 The DLSP shall provide information regarding its learner support, including:

- the type of learner support (synchronous, asynchronous or both);
- how to access learner support (e.g. phone numbers, email addresses);
- when learner support is available (e.g. days and hours of availability);
- a learner-support response policy (e.g. estimated response times).

6.4 The DLSP shall specify minimum requirements for the environment where the distance learning takes place.

## 7 Needs analysis

7.1 The needs analysis shall meet the general requirements as detailed in ISO 29993:2017, Clause 7, except for ISO 29993:2017, 7.2.

7.2 Prior to delivering distance learning services, the learning needs should be analysed by qualified staff, technology-based tools or both to provide learning services within the specified scope.

7.3 When learning takes place via a technology interface, DLSP needs analysis can include:

- the learner's technological environment: what tools and media the learner has access to;
- the learner's technical literacy.