

Remote Education Provision

Information for Apprentices and Employers

The following information is intended to provide clarity to Apprentices and the employers of apprentices about what to expect from remote delivery during the period of lockdown.

What should apprentices expect from remote delivery?

Curriculum

- We will teach the same curriculum remotely as we would on site at College wherever possible and appropriate. For some subjects, especially those where practical activity and access to specialist equipment is required, we have needed to make adaptations to the sequencing of curriculum. Individual Course Teams will provide detail of these adaptations.

Scheduling of delivery

- Usually, we will provide teaching and activity which will maintain the hours of delivery planned prior to lockdown. Outside of exceptional circumstances we will deliver planned off-the-job training on the same day and at the same times as apprentices attended previously. In a small number of cases, we will need to operate a reduced timetable, which Course Teams will communicate directly to apprentices and employers.
- 1-2-1 sessions and workplace Reviews of Progress will continue to take place at their scheduled intervals, honouring existing appointments. During this period, more frequent reviews may be scheduled where there is concern over an apprentice's progress or wellbeing.

Accessing remote delivery

- Remote delivery will take place using Blackboard Collaborate as the primary platform. Individual 1-2-1 sessions may take place using Skype for Business, Zoom or via telephone depending on the circumstances of the apprentice and the technology and systems that they have available.
- Apprentices are required to have access to appropriate technology to participate in online sessions fully. This means:
 - A desktop or laptop PC, Chromebook, Mac, iPad or other appropriate device.
 - Microphone – built-in or plug in.
 - Ideally, a camera – built-in or plug in.
- Apprentices without the necessary technology may be able to access remote delivery by attending a College site during their scheduled session. Access to a College site will be reviewed by the Director of Apprenticeships and granted where appropriately risk assessed and where other options, including employer support, have been explored.

Remote delivery teaching and learning activities

- Apprentices will receive teaching and learning through a range of the following approaches:
 - Live teaching (online lessons).
 - Recorded teaching (pre-recorded sessions from College Lecturers).
 - Guided practical activities supported by Employer Mentors and Line Managers.
 - Online materials accessed through the College Virtual Learning Environment – Blackboard.
 - Online materials accessed through e-portfolio – SmartAssessor or Learning Assistant.
 - Commercially available websites supporting the teaching of specific subjects or areas including video clips.
 - Completion of set assignments.
 - Project and research activities.

What are the expectations for Apprentice and Employer engagement in learning and what can they expect in terms of feedback on learning and progress?

Apprentice and Employer Engagement

- Apprentices are expected to attend all scheduled remote delivery sessions, 1-2-1s and Reviews of Progress.
- If apprentices are unable to attend, they should notify the College.
- Employers are expected to attend scheduled tripartite Reviews of Progress, including where apprentices are furloughed.
- Attendance will continue to be recorded using college systems and reported during Reviews of Progress.
- Apprentices who miss delivery should make up this learning and off-the-job time.
- Where concerns arise, College staff will contact the apprentice's employer to discuss and arrange support.

Feedback on learning and progress

- Apprentices will continue to submit work through systems agreed with their course teams, primarily this will be the SmartAssessor or Learning Assistant e-portfolio systems or the Blackboard VLE.
- Lecturers and Tutor/Assessors will assess and feedback on work through these systems as has been the case prior to lockdown. Feedback frequency will depend on submission of work.
- Lecturers will provide verbal feedback direct to apprentices during live sessions.
- Concerns about progress will be raised with apprentices and their employers.

What arrangements are in place for Apprentices with additional needs?

- Existing support will be mirrored during lockdown and remote delivery.
- Support for apprentices with Additional Learning Needs will be reviewed by Tutor/Assessors or Apprenticeship Workplace Supervisors to ensure effectiveness during this period.