Remote Education Provision

Information for Further Education Students

The following information is intended to provide clarity for FE students to advise them of what to expect from remote delivery during the period of lockdown.

What should FE students expect from remote delivery?

Curriculum

- We will teach the same course content 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 will need to make necessary adaptations to the sequencing of curriculum. Individual Course Teams, Course Leaders and Tutors will provide detail of these adaptations.

Scheduling of delivery

- In most instances we will provide teaching and activity by maintaining proposed timetable schedules that were planned prior to lockdown.
- At times we may need to operate expected learning outside of current timetables, although we will try to keep this to a minimum. Course Leaders and Tutors will communicate these changes directly to students.
- 1-2-1 and group tutorials will continue to take place at their scheduled times during this period. More frequent individual tutorials may be scheduled where there is concern over a student's non engagement with online learning, progress, or wellbeing. Remote parent meetings will still take place where necessary.

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 student and the technology and systems that they have available.
- Students are required to have access to appropriate technology to participate in online sessions fully. This means:
  - A desktop or laptop PC, Chromebook, Mac, iPad, tablet or another appropriate device.
  - Microphone – built-in or plug in.
  - Ideally, a camera – built-in or plug in.
- Students without the necessary IT technology or connectivity, can speak to their Course Leader to request help with IT equipment and access. Once a student has logged any challenge they may be experiencing with IT equipment or access, the Course Leader will ensure the student is still learning remotely via alternative means and is making good progress whilst the IT situation is being resolved.
- Alternatively, students 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 Vice Principal for Curriculum and Quality and granted where appropriately risk assessed and where other options, including parent support, have been explored.

Remote delivery teaching and learning activities

- Students will receive (and be expected to engage with) teaching and learning through a range of the following approaches:
    - Live teaching (online lessons), Collaborate and Zoom.
    - Recorded teaching (pre-recorded sessions from College Lecturers).
    - Guided practical activities supported by Teachers, Learning Supervisors, Tutors, Tutorial Supervisors, Job Coaches, Mentors, LSA's Assessors etc.
    - Online materials accessed through the College Virtual Learning Environment – Blackboard.
    - 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 Student engagement in learning and what can they expect in terms of feedback on learning and progress?

Student Engagement

- Students are expected to attend all timetabled/scheduled remote delivery sessions, 1-2-1 tutorials and individual meetings.
- If students are unable to attend, they should notify the College.
- Parents/carers are required to attend any necessary meetings.
- Attendance will continue to be recorded using college systems and reported during teacher/tutor progress review meetings.
- Students who miss delivery should make up this learning in agreement with their teachers and tutors.
- Where concerns arise, College staff will contact the student's parent/carers to discuss and arrange support.

Feedback on learning and progress

- Students will continue to submit work through systems that they have agreed with staff.
- Teachers 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 and systems used.
- Teachers, Learning Supervisors, Tutorial Supervisors and Tutors will provide verbal feedback directly to students during live sessions.
- Concerns about progress will be raised with students and their parents/carers.

What arrangements are in place for students with additional learning needs?

- Existing support will be mirrored during lockdown and remote delivery.
- Support for students with Additional Learning Needs will be reviewed regularly by Teachers/Tutors to ensure effectiveness during this period.