Remote Education Offer

This document outlines the College's remote education offer to ensure that all our students can participate in a full programme of learning this academic year. It is our intention to take all steps possible to keep the college open, whilst having robust contingency plans to support our students and ensure minimal disruption to their learning, should students need to self-isolate or we are forced to close as result of the ongoing COVID-19 pandemic.

This document has been published so that students, parents of students and employers know what to expect from the College if students need to self-isolate or local restrictions require them to remain at home.

Accessing Learning

The College uses Google Classroom and Google Meet for the delivery of remote education including live online lessons. Students access lessons through Google Meet links which are available on the timetable on Dashboard.

Remote Education offer for full time students

The following arrangements apply to all aspects of the study programme including English, maths, flipped learning and personal development.

Students who are self-isolating

The College will:

- Update the registers to show the student is self-isolating
- Provide Google links to enable the student to access live lessons remotely
- Supply meeting links for practical sessions, as far as reasonably possible
- If it's not possible to participate in the practical session online, then additional work will be set for the student to complete at home
- Monitor attendance to all lessons and follow up non-attendance daily to agree ways in which attendance and participation can be improved
- Record all lessons and provide copies of the recorded lessons to students as required

The student will:

- Notify the college that they are self-isolating, the expected length of the absence and return to college when it is safe to do so
- Attend and participate in all online lessons
- Advise the college if there are any limitations to engaging in learning remotely
- Complete the work set by the agreed deadlines

Partial or Full College Closure

The College will:

- Provide live online lessons that follow the students' timetable as far as practicable
- Add Google links to the timetable on Dashboard
- If possible, continue to deliver practical sessions online. If this is not possible, then practical session will be replaced with theory sessions or additional work will be set for students to complete.
- Deliver well sequenced online learning programmes to give students the best chance to build their knowledge and skills
- Continue to provide support for students through online sessions with Retention and Progression (RAP) tutors
- Record students as present when they attend the online sessions
- Monitor attendance to all lessons and follow up non-attendance daily to agree ways in which attendance and participation can be improved
- Record all lessons and provide copies of the recorded lessons to students as necessary

The student will:

- Attend and participate in all online lessons following the timetable set on Dashboard
- Continue to attend all additional English and maths classes, if required
- Notify the college, following the normal absence procedures, if they are unable to attend any of the scheduled lessons
- Advise the college if there are any limitations to engaging in learning remotely
- Complete the work set by the agreed deadlines
- Attend examinations if required

Remote Education Offer for Part Time Adult Students

Distance learning programmes will continue as planned and will not be affected by any local or restrictions.

The following arrangements apply to all part time adult learning programmes delivered in college or the workplace.

Students who are self-isolating

The College will:

- Update the registers to show the student is self-isolating
- Provide Google links to enable the student to access live lessons remotely.
- If it's not possible for the student to access learning remotely, then the tutor/student will agree the best course of action to minimise the impact on learning
- Monitor attendance to all lessons and follow up non-attendance daily to agree ways in which attendance and participation can be improved
- Record all lessons and provide copies of the recorded lessons to students as necessary

The student will:

- Notify the college that they are self-isolating, the expected length of the absence and return college when it is safe to do so

- Attend and participate in all online lessons, if possible, or continue with learning in the way agreed with the teacher
- Complete the work set by the agreed deadlines

Partial or Full College Closure

The College will:

- Provide 'live' online lessons as far as practicable
- Add Google links to the timetable on Dashboard
- Deliver well sequenced online learning programmes to give students the best chance to build their knowledge and skills
- If it's not possible to continue with online delivery, the teacher will agree the best course of action with the group which could include providing work for the students to complete independently or rescheduling lessons until it is possible for the students to return to the classroom
- Record students as present when they attend the online sessions
- Monitor attendance to all lessons and follow up non-attendance daily to agree ways in which attendance and participation can be improved
- Record all lessons and provide copies of the recorded lessons to students as necessary
- Maintain regular contact with all students in the group

The student will:

- Attend and participate in all online lessons
- Notify the college, following the normal absence procedures, if they are unable to attend any of the scheduled lessons
- Complete the work set by the agreed deadlines
- Attend examinations if required

Remote Education Offer for Apprentices

The college supports apprentices in a wide range of areas. The following arrangements apply to all college based apprentices and will be adapted to suit the circumstances of the apprentice and/or the industry as appropriate. This includes supporting apprentices who are furloughed to continue with remote education to progress their learning.

Apprentices who are self-isolating

The College will:

- Update the registers to show the apprentice is self-isolating
- Provide Google links to enable the apprentice to access live lessons remotely including English and maths, as appropriate
- Supply meeting links for practical sessions, as far as reasonably possible, or set additional work for the student to complete at home
- Monitor attendance to all lessons and follow up non-attendance daily to agree ways in which attendance and participation can be improved
- Record all lessons and provide copies of the recorded lessons to students as necessary
- Continue with assessor and training consultant visits online

The apprentice will:

- Notify the college that they are self-isolating, the expected length of the absence and return to college when it is safe to do so
- Attend and participate in all online lessons
- Advise the college if there are any limitations to engaging in learning remotely
- Complete the work set by the agreed deadlines
- Engage with assessor and training consultant visits online

- **Partial or Full College Closure**

The College will:

- Provide 'live' online lessons in line with the timetable as appropriate
- Add Google links to the timetable on Dashboard
- Deliver well sequenced online learning programmes to give students the best chance to build their knowledge and skills
- Continue to deliver practical sessions online, if possible
- If it's not possible to continue with the delivery of practical lessons online, then practical sessions will be replaced with theory sessions or additional work will be set for apprentices to complete
- Record apprentices as present when they attend the online sessions
- Monitor attendance to all lessons and follow up non-attendance daily to agree ways in which attendance and participation can be improved
- Record all lessons and provide copies of the recorded lessons to apprentices as necessary

The apprentice will:

- Attend and participate in all online lessons following the timetable set on Dashboard.
- Notify the college, following the normal absence procedures, if they are unable to attend any of the scheduled lessons
- Advise the college if there are any limitations to engaging in learning remotely
- Complete the work set by the agreed deadlines
- Attend examinations if required

Remote Education Offer for Work Based Learning Apprentices

The following arrangements will apply to all work based learning apprentices, including those who are furloughed.

Apprentice self-isolating

The college will:

- Set work that can be completed by the apprentice during the period of self-isolation
- Continue with planned visits online
- Arrange for the apprentice to attend any pre planned taught sessions online

The apprentice will:

- Notify the college, through their assessor, that they are self-isolating and the expected duration of the absence

- Complete work set by the agreed deadline
- Engage with planned visits online
- Attend any pre planned taught sessions online

Partial/complete college closure

The college will:

- Set work that can be completed by the apprentice
- Continue to visit apprentices in the workplace, if the guidance allows, or continue with planned visits online
- Arrange for the apprentice to attend any pre planned taught sessions online
- Offer examinations as required in line with local guidance
- Continue with end point assessments, where possible

The apprentice will:

- Complete work set by the agreed deadline
- Engage with planned visits online and in the workplace
- Attend any pre planned taught sessions online
- Attend examinations and end point assessments as required

Assessment Arrangements

Assessment arrangements vary depending on the course and awarding body requirements. The College will follow the awarding organisation guidance in conjunction with any restrictions in place when arranging assessments and examinations.

The college will:

- Confirm the assessment requirements for the course
- Set assignments in line with the assignment schedule for the course
- Adapt assessment methods to support online delivery
- Use assessment to ensure that teaching is responsive to students' needs
- Provide concise developmental feedback regularly to support students to improve
- Conduct examinations remotely, if possible
- Arrange for examinations to be conducted in a COVID secure way in college
- Adopt awarding organisation flexibilities for examinations and assessments to support learners to progress
- Continue assessing apprentices in the workplace, if possible
- Ensure that students including apprentices fully understand the assessment requirements and the impact of any modifications

Assessment arrangements for students who require specialist facilities

A significant number of courses require students to have access to specialist equipment and facilities.

If a student has to self-isolate, the college will ensure that the student has allocated time to access the specialist equipment and/or facilities to practice their skills and catch up on assessment, if required, when they return to college.

If local restrictions mean that it is not possible for students to attend college then teachers will alter the sequencing of curriculum delivery to prioritise content that can be taught online during this period. Content that requires students to access specialist equipment and facilities will be taught when restrictions are lifted and students return to college.

The college will continue to allow students to access specialist equipment and facilities for assessment purposes, where possible.

Support for students without devices, connectivity or a suitable environment for learning

The College will ensure that all students are supported to continue to access learning to minimise disruption as a result of the ongoing COVID pandemic. To achieve this the college will:

- Take all steps possible to continue learning on site
- Provide students with the equipment necessary e.g. Chromebook to access learning online, where possible
- Provide alternative study methods to keep all students engaged in learning
- Arrange for students who cannot access learning from home to attend college, if necessary

Support for students with SEND

The College is committed to ensure that all learners are supported to access learning and progress. Every student with SEND/Educational Health and Care Plan will have an individual support plan and the support arrangements will continue even if access to the college is restricted.

To support students, the College will:

- Remain open for face to face delivery as long as it is safe to do so
- Enable students to access learning remotely with their peers.
- Add meetings links to access online sessions to the timetables on Dashboard
- Provide the equipment required to access learning online wherever possible
- Assign Learning Support staff to students in online classes to provide the same level of support that was being provided in the classes in college
- Continue with learning support arrangements outside of scheduled classes using alternative methods of communication e.g. online or telephone contact
- Agree alternative methods to continue learning if students find it hard to engage in online classes
- Arrange for students to attend college at agreed times, if required
- Set up social groups online to keep students engaged