

REMOTE LEARNING OFFER

Introduction

At Haddon Training we recognise that remote learning will not look the same for each of our learners. We are committed to ensuring all our learners receives valuable, effective, and engaging learning that develops their knowledge and helps them to progress.

The Covid-19 crisis has resulted in significant changes to ways in which we engage with learners and employers and the purpose of this policy is to set out the expectations and parameters for the delivery of remote learning.

Scope

This policy sets out the way in which remote learning will be delivered to:

- Apprentices
- Trainees
- 14-16 year old learners
- Learners with SEND
- Learners who are unable to access technology due to hardware or connectivity.

Remote Learning Offer

Apprentices

Government guidance allows for apprentices to continue engaging in their learning whether they remain in work or are furloughed using the Coronavirus Job Retention Scheme. Apprenticeship funding rules also allow apprentices to continue learning in the event of redundancy.

Where Trainer Coaches are unable to conduct visits with learners on a face-to-face basis due to local or national restrictions, they will maintain a schedule of learning that allows the learner to remain on track for timely completion. Typically, learning sessions take place monthly, when remote learning is in place it may be necessary to increase this frequency and if so, this action will be taken.

Learners will typically maintain their scheduled one-to-one sessions but may be invited to group sessions online if it is deemed appropriate and beneficial for them.

Learners will be invited to remote learning sessions using Microsoft Teams, Google Classrooms, Google Hangouts, Google Meets or, if none of the other options are viable, using video calls through WhatsApp or FaceTime.

Learners will continue to engage in their education as planned in their Apprenticeship Commitment Statement as far as is reasonably practicable, where it is not possible, amendments to the Commitment Statement will be made to reflect the individual plans for learners.

Where practical facilities are required to undertake a learning task, and these cannot be accessed due to Coronavirus, this activity will be re-planned for later in the programme and other tasks planned to take their place. Where this is not possible, Haddon Training will support the learner to safely access the equipment if reasonable, or as a last result offer the learner the option to take a planned break in their learning.

Trainees

Government guidance allows for trainees to continue engaging in their learning and to continue experiencing work placements providing they are deemed Covid secure.

Where Trainer Coaches are unable to conduct visits with learners on a face-to-face basis due to local or national restrictions, they will maintain a schedule of learning that allows the learner to remain on track for timely completion. Typically, learning sessions take place on a fortnightly basis, when remote learning is in place it may be necessary to increase this frequency and if so, this action will be taken.

Learners will typically maintain their scheduled one-to-one sessions but may be invited to group sessions online if it is deemed appropriate and beneficial for them.

Learners will be invited to remote learning sessions using Microsoft Teams, Google Classrooms, Google Hangouts, Google Meets or, if none of the other options are viable, using video calls through WhatsApp or FaceTime.

Learners will continue to engage in their education as planned in their Individual Learning Plan (ILP) as far as is reasonably practicable, where it is not possible, amendments to the ILP will be made to reflect the individual plans for learners.

Where practical facilities are required to undertake a learning task, and these cannot be accessed due to Coronavirus, this activity will be re-planned for later in the programme and other tasks planned to take their place. Where this is not possible, Haddon Training will support the learner to safely access the equipment if reasonable, or as a last result offer the learner the option to change the ILP to amend the practical tasks.

14 – 16 year olds

Where 14 – 16 year old learners remain in their work experience placements because they are deemed Covid secure, learning will continue as planned. Where it is necessary for Trainer Coach visits to take place remotely due to local or national restrictions, Trainer Coaches will schedule these with the work-experience manager and the learner. Remote learning will continue to follow the typical fortnightly schedule.

Learners will typically maintain their scheduled one-to-one sessions but may be invited to group sessions online if it is deemed appropriate and beneficial for them.

Learners will be invited to remote learning sessions using Microsoft Teams, Google Classrooms, Google Hangouts, Google Meets or, if none of the other options are viable, using video calls through WhatsApp or FaceTime.

Learners will continue to engage in their education as planned in their Individual Learning Plan (ILP) as far as is reasonably practicable, where it is not possible, amendments to the ILP will be made to reflect the individual plans for learners.

Where practical facilities are required to undertake a learning task, and these cannot be accessed due to Coronavirus, this activity will be re-planned for later in the programme and other tasks planned to take their place. Where this is not possible, Haddon Training will support the learner to safely access the equipment if reasonable, or as a last result offer the learner the option to change the ILP to amend the practical tasks.

Learners with SEND

Where it is safe and practical Haddon Training will do all they can to keep learners with SEND in their work placement, whether this is employment or work experience.

Learners with SEND will be eligible to continue with face-to-face visits from their Trainer Coaches using the typical schedule of learning. This is regardless of whether the learner is 14-16 years old, a Trainee or an Apprentice.

Prior to a face-to-face visit taking place the Trainer Coach will telephone the learner and the employer to ensure that no one on the premises, including the learner, has any symptoms of Covid-19, has had contact with anyone else confirmed as positive for Covid-19 or has been contacted by NHS Track and Trace to advise of the need to self-isolate. These calls will take place three days prior to the booked visit and on the day of the booked visit.

Where a face-to-face visit cannot take place, due to self-isolation or the learner being furloughed under the Coronavirus Job Retention Scheme then learners with SEND will be engaged on a remote learning platform.

Remote learning will continue to follow the typical planned schedule of learning and will continue on a one-to-one basis.

Learners will be invited to remote learning sessions using Microsoft Teams, Google Classrooms, Google Hangouts, Google Meets or, if none of the other options are viable, using video calls through WhatsApp or FaceTime.

Learners will continue to engage in their education as planned in their Individual Learning Plan (ILP) as far as is reasonably practicable, where it is not possible, amendments to the ILP will be made to reflect the individual plans for learners.

Where practical facilities are required to undertake a learning task, and these cannot be accessed due to Coronavirus, this activity will be re-planned for later in the programme and other tasks planned to take their place. Where this is not possible, Haddon Training will support the learner to safely access the equipment if reasonable, or as a last result offer the learner the option to change the ILP to amend the practical tasks or access a planned Break in Learning if appropriate.

Learners who are unable to access technology.

Haddon Training recognise that not all learners have access to technology to enable them to take part in effective remote learning.

Trainer Coaches typically engage with learners using Microsoft Teams, Google Classrooms, Google Hangouts or Google Meets, if none of these are available then Trainer Coaches can provide remote education using video calls on WhatsApp or FaceTime.

All learners will have access to technology discussed either as part of the assessment of moving into remote learning or as part of the enrolment process, as long as learners have access to a smart phone then Haddon Training are able to offer the learners the opportunity to take part in remote learning.

Where necessary Haddon Training have a small stock of tablets that they can provide to learners who are unable to access remote learning through any other technology.

Where none of these options are plausible, or if a learner is not engaging remotely, then providing the employer / work experience manager provides a Covid Secure workplace, then the Trainer Coach can maintain face-to-face visits.

Prior to a face-to-face visit taking place the Trainer Coach will telephone the learner and the employer to ensure that no one on the premises, including the learner, has any symptoms of Covid-19, has had contact with anyone else confirmed as positive for Covid-19 or has been contacted by NHS Track and Trace to advise of the need to self-isolate. These calls will take place three days prior to the booked visit and on the day of the booked visit.

Arrangements for Examinations and End Point Assessment

Government guidance sets out that vocational examinations and assessments can take place in a safe and Covid secure manner.

Where examinations can take place remotely, and invigilation can happen remotely, this is the preferred option, and the relevant Awarding Organisation guidance will be followed.

This guidance can be accessed at [City and Guilds](#), [Pearson](#) and [1st4Sport](#)

Where it is not possible for an examination to take place remotely, then these can continue face to face.

End Point Assessment

End Point Assessments can continue on a face-to-face basis where this is necessary for the Apprenticeship standard. Different End Point Assessment Organisations (EPAO) have different arrangements for these, they can be accessed at the links above and Haddon Training will support the requirements of the EPAO's fully.

Functional / Essential Skills

Where a Functional / Essential Skills examination needs to take place face-to-face to avoid the disadvantaging of a learner the following will happen:

- The learner will be telephoned three days prior to the planned examination to ensure that they have not displayed symptoms of Covid-19, have not been in contact with another person who has tested positive for Covid-19 and has not received instructions from NHS Track and Trace to self-isolate
- The employer / work experience manager will be telephoned three days prior to the planned examination to check that no one else on the premises meet any of the criteria set out above
- The learner will be telephoned less than 24 hours before the exam to ensure they still meet the criteria set out above
- The employer / work experience manager will be telephoned less than 24 hours before the exam to ensure they still meet the criteria set out above
- On arrival at the location of the examination the invigilator will wear a face covering at all times
- On arrival at the location of the examination the invigilator will wash their hands for at least 20 seconds
- The invigilator will not accept refreshments offered by the location of the examination
- The examination room will have windows open to allow for ventilation
- The candidate will be encouraged to wear a face covering, however if they are not comfortable in doing so, or it will distract them from engaging fully in the exam this is not mandatory
- The invigilator will use anti-bacterial wipes to clean all equipment that needs to be touched by the candidate
- Social distancing will be adhered to at all times
- Following completion of the exam the invigilator will clean all equipment using anti-bacterial wipes
- The invigilator will wash their hands for at least 20 seconds
- No member of staff will invigilate a face-to-face examination if they have signs or symptoms of Covid-19, if they have been exposed to someone who has tested positive for Covid-19 or if they have been contacted by NHS Track and Trace to self-isolate
- No member of staff who is clinically vulnerable and needs to shield will be asked to invigilate a face-to-face examination
- No member of staff who does not feel safe and secure will be asked to invigilate a face-to-face examination.

Quality Assurance

The quality of the remote learning offer provided by Haddon Training is crucial to the engagement and progression of learners. Haddon Training are committed to regular and in-depth Quality Assurance in line with our Quality Assurance and Observation of Teaching, Learning and Assessment Policies.

In relation to the specifics of remote learning where face-to-face learning cannot take place due to local or national restrictions, the following responsibilities of staff are:

Trainer Coaches

Trainer Coaches are responsible for:

- Scheduling learning sessions with learners
- Providing invites to digital learning sessions to learners
- Planning engaging learning sessions
- Developing the knowledge of learners with excellent teaching
- Utilising relevant, current, and interesting resources
- Measuring learning with effective use of assessment
- Setting clear goals for learners
- Remaining in contact with learners between learning sessions
- Providing feedback to employers on the progress of learners
- Providing feedback on work learners produce
- Monitor the wellbeing and welfare of learners.

Area Managers

Area Managers are responsible for:

- Providing support and development to Trainer Coaches
- Supporting Trainer Coaches to make the most of technology available
- Observing learning sessions and providing feedback to Trainer Coaches
- Monitoring the progress of learners and managing Trainer Coaches appropriately
- Dealing with any concerns, queries or complaints that cannot be resolved by Trainer Coaches
- Quality assurance of work produced by learners
- Supporting the readiness of learners for End Point Assessment.

Director of Education

The Director of Education is responsible for:

- The development and implementation of this policy
- Supporting staff to make the most of the technology available
- Carrying out the duties of the Designated Safeguarding Lead.

This policy has been approved and authorised by:

Name: Lindsay Howlett

Position: Director of Education

Date: 18th January 2021

Signature:

