

COVID-19 RESPONSE

REMOTE DELIVERY

The following statement confirms our approach to online learning and remote delivery due to the recent pandemic.

Our office and phone lines remain open; however, group learning sessions have been cancelled and only limited learning sessions will be taking place in centre throughout January and into February. Tutors will be in touch to communicate alternative arrangements and one to one support with those effected.

We will continue to provide further communication updates as announcements from the government are made. In the meantime, please do not hesitate to contact your dedicated tutor or speak to one of our advisors if you have any questions or concerns at all.

Remote Delivery and Support Arrangements:

All learners/apprentices will be contacted by their allocated tutor to confirm arrangements for learning sessions throughout January and until the government restrictions are lifted. One to one learning sessions will continue to be delivered remotely, via video conferencing, online learning, and telephone support. Learners who are due to complete formal assessments or who require support sessions will be contacted by their dedicated tutor to confirm ongoing support arrangements.

For learners with support needs, one to one onsite learning sessions are able continue where safe to do so and where strict social distancing, PPE and safety measures are in place. Our tutors will communicate the arrangements for these visits and complete risk assessment prior to onsite/in centre learning visits. Learners visiting centre will be guided through the safety requirements and Covid-19 protocols before entry, including questions to assess wellness, temperature checks, hand sanitation and wearing a face covering.

Learners are also encouraged to use their online portfolio (i-learner) where they can access activities and resources set by the tutor. Learners/apprentices who are completing Functional Skills maths and/or English, we encourage you to continue using the online platform to access the resources and activities in addition to your tutor led one to one sessions.

For new learners/apprentices wishing to enrol onto our learning programmes, we are continuing to deliver our initial advice and guidance via video conferencing and online systems. Please contact one of our advisors for further information to discuss your individual needs and requirements.

Digital Support:

For our learners facing access difficulties, lacking WIFI connectivity or require technical support in accessing online meetings, your tutor will work with you to identify your individual needs and coordinate any support requirements.

ATL are running a range of workshops and support sessions to help individuals understand and access different platforms such as Microsoft Teams and Zoom. We have also prepared a range of materials and support guide to help our learners, parents/carers, and employers. Please ask your tutor or contact the office to book to request support materials or to register for the workshop and support sessions.

Learner/Apprentice Requirements:

We would like to thank all our learners for their continued dedication and adapting to the changes required to keep us all safe.

It is important that our learners/apprentices continue to:

- Follow the national lockdown rules
 - Remember the HANDS / FACE / SPACE message to keep yourself and others safe
 - Attend the scheduled appointments with your tutor to maintain progress
 - Complete coursework on time
- AND
- Ask for help or support should you need it – We understand these are challenging times and we are here to support you

If you have any questions or queries regarding this statement, please contact the office on the below details:

Telephone: 01246 278 931

Email: info@apprenticeteam.co.uk