

Remote Education Offer



Rationale

This document aims to support the understanding of what learners, parents/ carers, and employers should expect from Performance Through People in the event of the closure of centres, learner self-isolation, or national lockdown relating to coronavirus (COVID-19).

Performance Through People has taken several measures to mitigate the risk of coronavirus transmission. Risk assessments are in place for all centres, and we comply with the Government's guidance on managing the risk of COVID-19 through the '5 Steps to Safer Working Together'. In the event of a local or national lockdown, centres will be closed. Performance Through People have adapted delivery and assessment methods for all learners during these unprecedented times. These adaptations are in line with guidance provided from the Government, Awarding Organisations and End Point Assessment Organisations.

Delivered Sessions

All face-to-face delivery will be offered remotely and online through Microsoft Teams, as per your agreed timetabled delivery schedule. Your Learning & Development Tutor will send links to the sessions, and learners are expected to attend all agreed meetings.

As well as live, online teaching, remote learning will comprise of a variety of different activities, including pre-recorded sessions, pre-prepared online materials and activities, projects, assignments, research, and self-directed learning. In some circumstances, printed workbooks / worksheets may be issued, but these will be in specific circumstances.

Programmes which require learners to access specialist equipment and facilities

We recognise that remote education is not fully compatible with all tasks in certain learning programmes and sectors. Programmes which require learners to access specialist equipment and facilities have prioritised the delivery of the curriculum to ensure, as far as reasonably possible, learners can continue with their programme and are not disadvantaged in the event of a local or national lockdown.

Where learners are required to visit one of our centres to use any specialist equipment or facilities, PTP have risk assessments in place for each centre which follow Government guidelines and are updated regularly. Social distancing measures are followed, PPE is in place, good hygiene practices encouraged, and the use of face coverings is mandatory (unless a valid exemption applies) when moving around the premises and outside of classrooms.

Learner Progress and Assessment

Tutors will check learner's understanding of the new knowledge, skills and behaviours developed within the sessions, assess work completed electronically and will feedback to the learner both verbally within sessions and via email following the completion of assignments. Progress towards each qualification will be reviewed on a regular basis and recorded on the learner's e-portfolio, with

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learners and employers being given log in details. Where assessment usually requires direct observation and remote video conferencing cannot be used (for example in Childcare settings), we will work with Ofqual and the Awarding Organisations to use agreed alternative methods. Tutors will also provide updates to employers on a regular basis, and progress reviews will take place remotely using Microsoft Teams or via telephone calls supported by emails, being flexible to suit both learner and employer needs.

Communication

Communication will be maintained with learners and employers on a regular basis, remaining at a similar frequency to when appointments were face to face, but will vary dependant on individual need. Frequency of communication will also vary dependant on the programme. For example, learners on Traineeship programmes or Study Programmes would most likely receive communication more frequently than learners on Apprenticeship programmes. Again, this will be dependent on individual need. Communication with all learners may be through telephone calls, emails, Microsoft Teams, online Learning Platforms / e-Portfolio (e-Assessor), and the posting of paper resources (should the need arise). At each point of the learner journey during remote education, each learner will know exactly what is required of them and when their next contact or appointment will take place.

Expectations of learners

The required expectations of each learner are explained during induction at the start of the learning programme. Details on code of conduct are set out in the Learner Handbook, whilst learner protocols for online learning have been devised separately, and these will be issued by the Learning & Development Tutor. Whilst communication will often be driven by the Learning & Development Tutor, it is important to note that communication is a two-way process, and we expect learners to reply, answer or contact their Learning & Development Tutor when required.

Support for vulnerable learners (including those without a suitable environment for learning), learners without technology, connectivity, or learners with SEND

During local or national lockdown, face to face learning can continue for learners with SEND, vulnerable learners, learners who do not have a suitable learning environment, and those who do not have internet access or the technology to work remotely. This will remain under constant review and is dependent on Government guidelines.

Safeguarding

Performance Through People's safeguarding procedures remain in place at all times, please do not hesitate to contact either of our Safeguarding Officers julie.heathcote@ptp-training.co.uk or stephanie.mcginin@ptp-training.co.uk to report safeguarding concerns or to seek support and guidance.