

## Remote Learning Policy

**Last updated : August 2022**

**Next planned review: August 2023**

### Index

1. Audience
2. Context
3. Reference publications / NLTG Documentation
4. Support for all learners
5. Remote education arrangements by Programme type arrangements

#### 1. Audience:

- Apprentices, Study Programme learners, Traineeships learners and Adult Learners on unemployment courses as delivered by NLTG.
- Parents of the above where the learner is aged 18 or below.

#### 2. Context:

This policy outlines our arrangements and expectations of learners, in the event of self-isolation or local/national restrictions that require the learner to remain at home, so that the learner can continue to benefit from continued learning and development.

Whilst remote learning has some real benefits we know from learner and employer feedback that a key strength of NLTG delivery is our face-to-face interaction with learners, and that similarly learners appreciate interaction with other learners so we will ensure a blended learning approach to our delivery of training. We will remain prepared to revert to 100% remote delivery should the need arise ie through government advice.

#### 3. Reference publications / NLTG Documentation:

- Government publication: Coronavirus (Covid 19)

<https://www.gov.uk/coronavirus>

- Further Education (FE) Operational Guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-fe-operational-guidance#publication-of-remote-education-offers>

- The ESFA guidance on Providing apprenticeships during the coronavirus (COVID-19) outbreak

[https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=08a9cc04-59c2-43c3-be48-c7e2840fe37d&utm\\_content=immediate#history](https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response?utm_medium=email&utm_campaign=govuk-notifications&utm_source=08a9cc04-59c2-43c3-be48-c7e2840fe37d&utm_content=immediate#history)

- Actions for FE Colleges and providers during the coronavirus outbreak

[https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision?utm\\_source=6bde6dd0-b825-48cc-ba0a-e8630660491b&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision?utm_source=6bde6dd0-b825-48cc-ba0a-e8630660491b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

- 16 to 19 bursary fund guide 2020 to 2021 academic year

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>

- NLTG Safeguarding Policy
- NLTG's Covid Risk Assessment and Method Statement
- Policies from Main contractors e.g. Nelson and Colne College for whom NLTG are subcontractors for delivery of Adult Education learning programme

#### 4. Support for all learners during self-isolation / learning from home:

Regardless of what programme you are undertaking via NLTG your health, safety and welfare remains our top priority.

We recommend all learners adhere to the most up-to-date Government advice (<https://www.gov.uk/coronavirus>) including :

- when and for how long to self-isolate for
- restrictions requiring you to remain at home

Our commitment to all learners during self-isolation / restrictions requiring you to remain at home.

We will:

- ensure, so far as practicable, learners undertaking remote learning benefit from the same amount and quality of teaching and guided work, that they would normally receive on-site at NLTG and/or in their workplace.



- ensure regular communication with the most vulnerable of our learners e.g. young people and vulnerable adults to ensure that they are safe and are able to access some remote learning / in prescribed circumstances attend NLTG site
- take account of home learning environments and the support that learners may need to engage and learn remotely and safely
- remain sensitive to the wellbeing of learners when they are learning remotely
- adapt and sequence education and training programmes to give learners the best chance to continue to build their knowledge and skills.

For any safeguarding or welfare concerns, including any mental health, please contact NLTG's Designated Persons:

- Mark Taylor: Contact details 07525 850796 or [mark.taylor@nltg.co.uk](mailto:mark.taylor@nltg.co.uk)
- Carl Morris: Contact details 07525 850 561 or [carl.morris@nltg.co.uk](mailto:carl.morris@nltg.co.uk)

Further information of our support including our safeguarding policy is also published on our website ([www.nltg.co.uk](http://www.nltg.co.uk))

For the benefit of your own, other learners and our staffs' wellbeing, your return to attendance at our learning environments will be subject to meeting "NLTG's Covid Risk Assessment and Method Statement" as publicised on our website ([www.nltg.co.uk](http://www.nltg.co.uk)).

5. Remote education arrangements by programme type

The following applies in instances of self-isolation or where you are required to remain at home

		All Apprentices	Apprentices on Standards	Future Apprentices attending NLTG COVE	Apprentices aged 19 or below	Study Programme learners	Learners on Traineeship programmes	Learners on Adult Learning Programmes (JCP)
<u>What remote learning will be made available to you</u>	Wherever possible NLTG <u>will use</u> supported tools to contact you/deliver remote teaching sessions. The use of such provides assurance on security and compliance under Data Protection / GDPR. Supported tools include Sharepoint, One Drive, Outlook Exchange, Telephone, Skype, SMS text, Microsoft teams.	P	P	P	P	P	P	P
	NLTG will, <u>wherever possible, avoid</u> the use of unsupported tools e.g. Drop Box, Facebook, Google Drive, I-Cloud, WhatsApp, Zoom as we cannot be 100% assured of their security and data protection. Note NLTG appreciate some learners do not have facility to access supported tools and /or their latest update e.g. Microsoft Teams in such circumstances we will have no alternative but to use unsupported tools e.g. Zoom.	P	P	P	P	P	P	P
<u>Delivery arrangements, e.g. timetabling, virtual learning environments and assessment arrangements.</u>	Your NLTG Tutor will contact you to arrange a convenient time to carry out teaching, learning and where possible assessment as per your programme of learning i.e. maintaining at least the same level and frequency of contact that you receive from NLTG when in the workplace i.e. this varies from different programme types but should be at maximum every 6 weeks. If in any doubt contact your	P	P	P	P			

	Tutor via email or mobile phone. Contact NLTG on 01254 397119 if you are unable to contact your Tutor directly.						
	Arrangements for End Point Assessments are outside the control of NLTG, but we will, so far as possible ensure that you are able to be assessed via this means or alternative arrangements are made with the agreement of your employer and the End Point Assessment Organisation.	P					
	Unless Government advice dictates otherwise our CoVE will remain open. We will inform you if this is not the case. Providing you have completed your period of self-isolation / restrictions on you remaining at home have been lifted / you aren't showing any signs of infection you will be able to return to learning in the CoVE as per your normal pattern of attendance. If in any doubt contact your NLTG Tutor.		P				
	Unless Government advice dictates otherwise Colleges will remain open. We will inform you if this is not the case. Providing you have completed your period of self-isolation / restrictions on you remaining at home have been lifted / you aren't showing any signs of infection you will be able to return to learning at the College you usually attend as per your normal pattern of attendance. If in any doubt contact your NLTG Tutor.						
	Unless Government advice dictates otherwise our Centres in Accrington (Old Bakery), Oldham and Bury will remain open. We will inform you if this is not the case. Providing you have completed your period of self-isolation / restrictions on you remaining at home have been lifted / you aren't showing any signs of infection you will be able to return to learning at the centre you usually attend as per your normal pattern of attendance . If in any doubt contact your NLTG Tutor/Key Worker.				P	P	P
	Your NLTG Tutor will contact you to arrange a convenient time to carry out teaching, learning and where possible assessment as per your programme of learning i.e. we will provide learners with				P	P	P

	individual assessment and feedback to support progress in their learning at least once every week.							
	We will monitor, at least weekly, persistent learner non-attendance or lack of engagement with remote education and promptly instigate the necessary arrangements to improve punctuality and/or attendance.					P	P	P
<u>Our expectations of All Learners.</u>	For learners who have been advised to self-isolate, but are well enough to learn, we expect you will continue your learning remotely as far as is reasonably possible.	P	P	P	P	P	P	P
	Click on the following link to access our “Netiquette” guidance that details how you should conduct yourself safely and appropriately during online teaching sessions <a href="http://resources.nltg.co.uk/assets/resources/netiquette.htm">http://resources.nltg.co.uk/assets/resources/netiquette.htm</a>	P	P	P	P	P	P	P
	We expect you to continue to complete Tutor assigned work as part of your Apprenticeship (including any maths and English), to fulfil planned meetings / visits with your NLTG Tutor and to keep up-to-date records of your off-the-job training. NOTE NLTG Tutors welcome receipt of work ahead of schedule and where agreed will set additional work to accelerate your progress towards completion of your Apprenticeship.	P	P	P	P			
	Unless otherwise informed by your employer, your Apprenticeship will continue (as per your contract of employment) during any period of self-isolation /requirement to work from home (including if you are placed on furlough).	P	P	P	P			
	We expect you to continue to complete Tutor assigned work as part of your learning programme, and to fulfil planned meetings / visits with your NLTG Tutor/Key Worker.					P	P	P
<u>Arrangements for Learners that require specialist equipment or facilities</u>	We recognise for some Apprentices that are undertaking learning involving practical teaching and training which necessitates the use of specialist equipment and supervision, the opportunity to access such resources will be limited. In such circumstances we	P	P	P	P			

	<p>will, in conjunction with your employer, revisit the sequencing of your learning e.g. bringing forward theory aspects of your learning that can be completed remotely and postponing practical aspects until you can recommence attendance at work / NLTG CoVE</p>							
	<p>We would encourage you to try and practice practical skills at home during periods of self-isolation (if you are fit enough to do so) e.g. learners undertaking Hospitality learning programmes may be able to practice some of their cooking skills.</p>	P				P	P	P
<p><u>Support for learners without devices, connectivity or a suitable environment for learning</u></p>	<p>In the event that you don't have got access to equipment (e.g. a mobile phone, lap top or i-pad), connectivity (wi-fi connection) or a suitable environment for learning (e.g. a quiet, private area free from distractions) please contact your NLTG Tutor/Key Worker so we can discuss and resolve your individual needs. This may include:</p> <ul style="list-style-type: none"> <li>• issue of paper-based resources,</li> <li>• loan of NLTG supplied equipment,</li> <li>• purchase of IT devices for learners (aged 19 and over) /contribution towards learners' IT connectivity costs via main contractor (e.g. Nelson and Colne College) application for AEB Learner support (following request by NLTG),</li> </ul> <p>where these costs are identified as a barrier to accessing or continuing in their training.</p> <p>NOTE learners who cannot connect due to lack of devices or quiet learning space are classed as vulnerable so if this is the case for Study Programme learners they are able to attend NLTG Centres for an hour per day over 3 days to enable them to remain engaged in learning. In such circumstances they should contact their Key worker to arrange</p>	P	P	P	P	P	P	P
	<p>For 16-19-year-old Apprentices: If you require financial support to overcome financial barriers to participation e.g. provision of devices and connectivity support, then an application can be made for such funds via the 16-19 Bursary fund</p>			P				

	( <a href="https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year">https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year</a> ). The outcome of such application depends upon that support is identified via individual assessment (including needs and circumstances). Contact your NLTG Tutor if you wish to apply for this funding.							
<u>Support for learners with Special Educational Needs and Disability (SEND)</u>	Any learner who reports they have special educational needs and disability including those who have an Educational Health and Care Plan (EHCP) will continue to be fully supported remotely e.g. via additional teaching and learning support, support from their Work Coach and access to any specialist equipment identified. Such needs and requirements will be discussed and agreed on an individual basis so the impact of any self-isolation / requirement to work from home is minimised.	P	P	P	P	P	P	
	We will speak to you or your parents/carers to find out if any challenging behaviours, or social or emotional challenges are a response to restrictions. If they are, we will offer additional support, as a reasonable adjustment to support you as a disabled young person to access learning successfully.	P	P	P	P	P	P	
	NLTG, in conjunction with your employer where appropriate, will provide additional support for learning, mental health and wellbeing or reasonable adjustments as per the Equality Act. Please contact your NLTG Tutor /Key Worker where access to such support, equipment or facilities are required, so the impact of any self-isolation / requirement to work from home on your learning programme is minimised.	P	P	P	P	P	P	
	NLTG will maintain regular communication with you to ensure that you remain safe and are accessing our remote learning. NLTG will also maintain contact with your Personal Advisor / Social Worker where applicable.	P	P	P	P	P	P	