

GEM Partnership Ltd Remote Learning Policy

1. Purpose

- 1.1 The remote learning policy sets out what is expected of all our apprentices if they are unable to attend face to face sessions. They may be occasions where apprentices may need to continue to learn remotely for example;
 - 1.1.1 Requirement to self-isolate
 - 1.1.2 Advised by Government guidelines
- 1.2 The purposes of remote learning are:
 - 1.2.1 To continue with your studies at home through virtual classroom.
 - 1.2.2 To promote and support safe and happy remote learning and ensuring the same quality of delivery is maintained.
 - 1.2.3 To ensure that all apprentices have equal opportunities to access learning whilst needing to follow government guidelines.

2. Scope

- 2.1 Through remote delivery we aim to:
 - 2.1.1 Encourage all apprentices to continue with their studies.
 - 2.1.2 Encourage all apprentices to use digital technology to allow studies to continue.
 - 2.1.3 Encourage apprentices to be innovative and creative in pursuing high standards of learner performance.
 - 2.1.4 Provide additional support and learning to all apprentices to allow them to be confident in the use of technology for both virtually classrooms and end point assessment.
 - 2.1.5 Provide adapted learning resources and materials to promote good practice that supports remote education.

3. Guidelines

- 3.1 Remote Learning will offer the following to all apprentices:
 - 3.1.1 Virtual Sessions will be delivered through the use of Microsoft Teams and/or Odoo.
 - 3.1.2 End Point Assessment will be assessed remotely using approved discretions put into place by each EPAO. This will be by using Lifestyle/Microsoft Teams. Standards that include an observation as part of End Point Assessment may be substituted with a witness testimony. If this is not possible the observation would need to be completed once the apprentice has returned to the workplace.
 - 3.1.3 Expectations of Apprentices progression whilst learning at home will be fluid, reviewed regular and additional support implemented where required.
 - 3.1.4 All apprentices will be supported with resources and equipment they need to allow the continuation of learning, examples could include: loan of laptop for end point assessment or functional skills testing, session to take place at GEM's head office, loan of portable Wifi, printable resources delivered to the home, learning sessions to take place via telephone, WhatsApp or Messenger.
 - 3.1.5 Provide additional support to apprentices with SEND through more regular virtual sessions, pastoral care and interactive workshops.

4. Roles and Responsibilities

4.1 The table outlines the roles and responsibilities of all parties during remote learning:

Role	Responsibilities
Designated Safeguarding Lead	<ul style="list-style-type: none"> • Monitor the effectiveness of remote learning via feedback from all stakeholders • As Designated Safeguarding Lead, set out measures to ensure all apprentices are safe in line with the Safeguarding Policy • Monitor the security of remote learning systems, including data protection and safeguarding considerations
Operations Manager	<ul style="list-style-type: none"> • Co-ordinate the remote learning approach across the provision • Co-ordinate remote learning resources, equipment and access COVID secure training facilities • Promote Acceptable Use Policy with the delivery team
Trainers	<ul style="list-style-type: none"> • Setting remote learning in the event of whole or partial lockdown and self-isolation • Delivering live sessions to apprentices via Microsoft Teams • Allocating and setting targets on BKSB for Maths and English • Providing regular feedback to learners on work submitted via email • Ensuring learners have access to resources and equipment. Organising for workbooks, portfolios and resources to be posted to learners who do not have access to technology at home. • Promote Acceptable Use Policy with all apprentices • Promote the Safeguarding Policy with all apprentices • Promote how to stay safe online with all apprentices • Report any Safeguarding concerns shared by apprentices • Promote expectations of apprentices when attending a live session via Microsoft Teams • Trainers are expected to dress appropriately and professional manner (GEM branded workwear), select an area that has a neutral background, ensure little background noise and prevent sharing personal details or information
Governance	<ul style="list-style-type: none"> • Monitor the approach to providing remote learning to ensure the apprenticeship provision offered remains high quality

5. Related policies

5.1 Users should refer to the following policies that are related to this remote Learning Policy:

- 5.1.1 Safeguarding Children and Vulnerable Adults Policy
- 5.1.2 Acceptable Use Policy for Remote Learning
- 5.1.3 Data Protection Policy and Procedure
- 5.1.4 Information Technology and Security Policy
- 5.1.5 Social Media, Staying Safe Online and Cyber Bullying Policy
- 5.1.6 Prevent Policy
- 5.1.7 Prevent Risk Assessment Policy