



Remote Education Offer 2021 -2022



training and
recruitment



We are rated 5 out of 5 stars and the highest-rated provider on
The Apprenticeship Directory

Produced January 2021
MH/RA

Scope:

In line with our response to the worldwide Coronavirus (Covid-19) pandemic this policy has been created with the intention that students, parents and guardians (for students aged under 19) and employer partners know what to expect from us if they need to self-isolate or local restrictions require them to remain at home.

Support when a learner cannot be seen face to face (onsite):

We understand that circumstances continually change, based on needs for self-isolation, working arrangements and local / national restrictions that are in place. Smart TAR has worked hard during the pandemic to ensure that learners can still access teaching, learning and assessment activities, along with pastoral support. The learner's tutor ascertains at start what technology the learner has access to in their learning (home / work) environment and continually assesses this as circumstances change. Sessions can be successfully delivered via Zoom, Microsoft Teams, WhatsApp video or even by phone if no other means is available. Remote education is already in place for all the following cohorts.

- ***16-19 Traineeships***
- ***16-19 Apprentices***
- ***Apprentices***
- ***Advanced learner loans candidates***

Some learners have even chosen fully remote delivery at programme start over a blended approach as they have found the flexibility suits them and their work environment. Where a learner falls into the 16-19 age bracket the majority of the programme is always still planned as face-to-face delivery but our tutors have the skill to act quickly as circumstances change and adapt planned activity, utilising whatever technology the learner can access and providing solutions if no suitable technology is available.

Delivery arrangements (timetabling, virtual learning environments and assessment arrangements)

Smart TAR usually works with learners on a one to one or small group basis, any planned group on site sessions can be adapted to be delivered via Zoom or Microsoft Teams. All other sessions are timetabled to suit the needs of the individual learner. Learner assessment continues remotely through our E-portfolio or via recorded video/ DVR assessment. Smart TAR works closely with our end point assessment and awarding organisations to ensure all available assessment flexibilities are utilised.

The order of sessions can easily be adapted in the learner's journey, moving practical, on site sessions to a later date and changing the focus to maths and English learning, digital skills, assignment writing, theory sessions or research tasks/ videos to enhance knowledge. Smart TAR has implemented a timetable of daily online Functional Skills lessons which cover a range of topics and are open for all learners to access via their tutor.

Expectations of students/ parents and guardians (for students aged under 19) and employer partners:

Smart TAR expects learners to attend sessions punctually as they would for a face-to-face visit, learners are expected to be appropriately dressed and based in a safe area for learning with minimal distractions. Employers are expected to be fully involved in providing and receiving updates to their learner's progress and supporting with off the job learning activities.

Support for students without devices, connectivity, or a suitable environment for learning support for students with SEND:

Individual needs and barriers are assessed on a case-by-case basis, at programme start and as circumstance change. If access to learning is disrupted due to longer periods of local restriction/ lockdown and the learner has no access to suitable technology the loan of a tablet or laptop can be considered, and this will be agreed on an individual basis. If learners have no access to Wi-Fi to join learning sessions, then resources and work can be posted and assessment/ learning set and checked via phone call.