



Remote learning policy

At Trendy Pooches Training Academy Trading as NEAT, we recognise that remote learning will not look the same for each of our learners. We are committed to ensuring all our learners receives valuable, effective, and engaging learning that develops their knowledge and helps them to progress.

The purpose of this policy is to set out the expectations and parameters for the delivery of remote learning. This policy sets out the way in which remote learning will be delivered to:

- Apprentices
- Learners with SEND
- Learners who are unable to access technology due to hardware or connectivity.

Remote Learning Offer

Our policy clearly outlines that remote learning is available for apprentices whose training components can be effectively delivered online but must also receive a fair number of face-to-face visits from their skills tutor. Several practical or hands-on elements require in-person attendance.

Apprentices must have access to a suitable learning environment, including a reliable internet connection and required technology.

Where skills tutors are unable to conduct visits with learners on a face-to-face basis due to local or national restrictions, they will maintain a schedule of learning that allows the learner to remain on track for timely completion. Typically, learning sessions take place monthly, when remote learning is in place it may be necessary to increase this frequency and if so, this action will be taken.

Learners will typically maintain their scheduled one-to-one sessions but may be invited to group sessions online if it is deemed appropriate and beneficial for them.

Learners will be invited to remote learning sessions using Microsoft Teams.

Learners will continue to engage in their education as planned in their Apprenticeship training plan as far as is reasonably practicable, where it is not possible, amendments to the training plan will be made to reflect the individual plans for learners.

Learners with SEND

Where it is safe and practical Trendy Pooches Training Academy trading as NEAT will do all they can to keep learners with SEND in their work placement, whether this is employment or work experience.

Learners with SEND will be eligible to continue with face-to-face visits from their skills tutors using the typical schedule of learning.

Prior to a face-to-face visit taking place, the skills tutor will telephone the learner and the employer to ensure that the visit is still able to take place and that appropriate health and safety regulations are in place.

Where a face-to-face visit cannot take place, a remote learning session will take place.

Remote learning will continue to follow the typical planned schedule of learning and will continue on a one-to-one basis.

Learners will continue to engage in their education as planned in their Individual Learning Plan (ILP) as far as is reasonably practicable, where it is not possible, amendments to the ILP will be made to reflect the individual plans for learners.

Where practical facilities are required to undertake a learning task, this activity will be replanned for later in the programme and other tasks planned to take their place. Where this is not possible, Trendy Pooches Training Academy trading as NEAT will support the learner to safely access the equipment if reasonable, or as a last result offer the learner the option to change the ILP to amend the practical tasks or access a planned Break in Learning if appropriate.

Learners who are unable to access technology.

Trendy Pooches Training Academy trading as NEAT recognise that not all learners have access to technology to enable them to take part in effective remote learning.

Skills tutors typically engage with learners using Microsoft Teams.

All learners will have access to technology discussed either as part of the assessment of moving into remote learning or as part of the enrolment process, as long as learners have access to a smart phone then Trendy Pooches Training Academy trading as NEAT are able to offer the learners the opportunity to take part in remote learning.

Where none of these options are plausible, or if a learner is not engaging remotely, then providing the employer / work experience manager provides a Secure workplace, then the skills tutor can maintain face-to-face visits.

Arrangements for Examinations and End Point Assessment

Government guidance sets out that vocational examinations and assessments can take place in a safe and secure manner.

Where examinations take place remotely, and invigilation can happen remotely, this is the preferred option, and the relevant Awarding Organisation guidance will be followed.

This guidance can be accessed at <https://www.tquk.org/>

Where it is not possible for an examination to take place remotely, then these can continue face to face.

End Point Assessment

End Point Assessments can continue on a face-to-face basis where this is necessary for the apprenticeship standard.

Functional Skills

Where a Functional / Essential Skills examination needs to take place face-to-face to avoid the disadvantaging of a learner the following will happen:

- The employer / work experience manager will be telephoned three days prior to the planned examination to confirm booking.
- The learner will be telephoned less than 24 hours before the exam to confirm booking.

Quality Assurance

The quality of the remote learning offer provided by Trendy Pooches Training Academy trading as NEAT is crucial to the engagement and progression of learners. Trendy Pooches Training Academy trading as NEAT are committed to regular and in-depth Quality Assurance in line with our Quality Assurance and Observation of Teaching, Learning and Assessment Policies.

Responsibilities

In relation to the specifics of remote learning where face-to-face learning cannot take place, the following responsibilities of staff are:

Skills Tutor's

Skills tutors are responsible for:

- Scheduling learning sessions with learners
- Providing invites to digital learning sessions to learners
- Planning engaging learning sessions
- Developing the knowledge of learners with excellent teaching

- Utilising relevant, current, and interesting resources
- Measuring learning with effective use of assessment
- Setting clear goals for learners
- Remaining in contact with learners between learning sessions
- Providing feedback to employers on the progress of learners
- Providing feedback on work learners produce
- Monitor the wellbeing and welfare of learners.

Area Managers

Area Managers are responsible for:

- Providing support and development to skills tutors.
- Supporting skills tutors to make the most of technology available.
- Observing learning sessions and providing feedback to skills tutors.
- Monitoring the progress of learners and managing skills tutors appropriately
- Dealing with any concerns, queries or complaints that cannot be resolved by skills tutors.
- Quality assurance of work produced by learners
- Supporting the readiness of learners for End Point Assessment.

Director of Education

The Director of Education is responsible for:

- The development and implementation of this policy
- Supporting staff to make the most of the technology available
- Carrying out the duties of the Designated Safeguarding Lead alongside the Designated Safeguarding Lead.

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Signed by K.Fellows

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