

# Remote Education Offer 2020-2021

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## Introduction

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## INTRODUCTION

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In order to provide transparency and clarity, the Department for Education (DfE) requires Busy Bees Education and Training to publish details of our remote education offers as detailed in the following section.

Department for Education Requirements In order that students (and parents of students aged 19 and below) know what to expect of their FE provider if they need to self-isolate or local restrictions require them to remain at home, and should publish their remote education offer on their website by 18 January, 2021.

**<https://www.gov.uk/guidance/get-help-with-remote-education>**

### **The information you should publish could include:**

- what remote education will be made available for different learner cohorts (14 to 16, 16 to 19, apprentices, adult learners)
- delivery arrangements, such as timetabling, virtual learning environments and assessment arrangements.
- expectations of Learners.
- arrangements for Learners studying courses that require specialist equipment or facilities.
- support for Learners without devices, connectivity, or a suitable environment for learning.
- support for Learners with SEND.

This document fulfils this requirement.

### **Remote Education for 16 plus Learners**

Busy Bees Education and Training will provide a range of remote learning methods for students. Microsoft Teams and Smart Assessor VLE are key delivery platforms for remote learning that are well utilised by staff and learners. Adaptations to assessment requirements will be made where necessary to support young people to achieve their qualifications. Busy Bees Education and Training provides flexibility and can deliver programmes remotely. Staff and Learners will receive guidance on the use of appropriate software and platforms to ensure a smooth transfer to remote learning should the need arise. Remote Education for Adult Students Remote delivery is now in operation for adult learners across a wide range of curriculum areas except for any practical workshop elements requiring the development of new skills; where possible Busy Bees Education and Training will prioritise this learning and adapt the delivery and sequencing of the programme of study to ensure no one is disadvantaged. Busy Bees Education and Training have worked and supported employers to make adaptations to the requirement of observations so these can still take place using technology so no learner is disadvantaged.

All adults have full access to Busy Bees Education and Training online portfolio and VLE for further access to resources, recorded sessions and for submission of completed work. Remote Education for Apprentices will continue to meet the 20% 'off the job' element by a range of flexible models already in place by their vocational area curriculum teams. For example, Early Years apprentices having sessions via Microsoft Teams with a blended approach to learning. Development Coaches are on hand to support apprentices with option of joining in the sessions. All reviews are currently conducted remotely with employers and apprentices to ensure knowledge, skills and behaviours continue to be developed. Targets and actions will be set

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accordingly, and progress reviewed with performance monitored against planned expected end dates. Busy Bees Education and Training work with employers to ensure that all learners have access to the appropriate equipment to enable no learner to be disadvantaged.

Employers are informed that they can continue to recruit apprentices and inductions can take place as Busy Bees Education and Training have invested in e-signature software.

Functional skills exams are continuing under strict COVID guidelines, however if this is not possible, we are providing the learner the opportunity to complete their exam using proctoring software.

Pastoral support will be delivered remotely using classes on Microsoft Teams. Learners will be given guidance on this and instructed on access to pastoral resources, information and guidance. Development Coaches will maintain contact with learners including learners who are suspended from programme provide support and monitor concerns that arise e.g. mental health issues through email, telephone and online using Teams. Resources will be available for learners to access additional online support for pastoral issues such as homelessness, mental wellbeing and domestic violence.

### **Contact numbers of charities that can support learners are shared**

Samaritans 116123

Anxiety UK 03444 775774

Mind 0300 1233393

Calm 0800 585858

Crisis text line 85258

No Panic 0844 9674848

### **Expectations of Learners**

Remote learning expectations have been shared with learners including how to keep safe online. Learners are expected to participate in all remote learning opportunities provided to ensure progress is maintained. If learners miss sessions, then Development Coaches will contact employers to ensure learners wellbeing.

### **Arrangements for learners studying that Require Specialist Equipment or Facilities**

Where remote learning impacts on specialist equipment or resources, Busy Bees Education and Training will prioritise this aspect of learning once face-to-face teaching resumes. Where possible, practical elements of programmes will be front loaded to ensure minimal impact to learner's progress should a full lockdown and remote learning be required. In extreme situations, adaptations will need to be made to assess practical learning outcomes differently i.e. with an adapted assessment based on a virtual practical demonstration in line with awarding body guidance.

Support for learners without Devices, Connectivity, or a Suitable Environment for Learning

Busy Bees Education and Training will work with employers to enable all learners to continue and will review additional funding requirements on an individual basis. We also provide learners with information on how they can set up a google account to use google documents to support their work.

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### **Support for learners with SEND**

Learners with SEND will continue to receive remote learning support through their Development Coach. Development Coaches will maintain contact with learners with SEND to provide guidance to learners and parents during periods of remote learning. Learners with SEND may have alternative methods of remote delivery dependent on need, for example paperbased materials sent on a weekly basis. Where applicable, EHCP reviews will continue through a remote process in agreement with the local authority, parent/carer and learner.

Further Information If you require further information about Busy Bees Education and Training remote education offer, please email [enquiries@bbtraining.com](mailto:enquiries@bbtraining.com)