



# REMOTE LEARNING POLICY

Date Published	January 2021
Review Date	January 2022
Document ID	NTS 1312
Version	1

## Mission

'We will increase skills through the attainment of vocational and fundamental English and maths qualifications whilst improving learners' employability skills and life chances. We aim to increase employment levels, decrease NEET and meet the skills demands of the learners, Local Authorities, employers and LEP's that we serve.

## Values

Maximising learner / customer success and achievement through innovative delivery to improve individual's life chances and / or employment opportunities, in a safe, secure and nurturing environment underpinned by our specific values of:

**Respect, Honesty, Trust, Openness, Equality of Opportunity for all.**

## Vision

Through a socially inclusive approach, we will provide high quality learning and training support, to equip individuals with the skills for future employment, further development and or Further Education.

*Nova Training are committed to delivering excellence, providing the best possible experience and effective IAG for all of our learners and staff alike; with a strong emphasis on Equality and Diversity and a commitment to Safeguarding all of our learners / customers to ensure they feel safe, and are safe. We aim to be a high-performing organisation with a passion for learning and a dedication to become the training provider of choice.*

## **Introduction**

This policy statement has been produced to provide a coherent framework from which all staff, learners, employers, stakeholders and parents/carers can develop a consistent and effective approach to remote learning. Remote learning is seen as one of the ways in which learner attainment and achievement can be continued in the event of individual/group quarantine or local/national lockdown in response to Covid-19. This policy identifies how remote learning will be provided for learners (including Study Programme/High Needs learners, Traineeship learners and Apprentices) and supported by Nova Training. The benefits of remote learning should be promoted to enable all learners to continue their development and realise the benefits of an independent study routine.

The nominated Senior Lead with overarching responsibility for the quality and delivery of remote education at Nova Training is Rachel Clark – Quality and Curriculum Manager.

## **Aims of this policy**

1. To ensure that Nova Training communicates the expectations in relation to remote learning effectively so that learners can continue to learn and make as much progress as possible when studying remotely.
2. To ensure that all programme areas adhere to the principles of this policy and support the best interests of the learners, employers, stakeholders and parents/carers.
3. To make sure that the curriculum intent for each programme area is embedded as best as it can be during remote learning.
4. Enable learners to understand that independent learning and study skills are vital to achieving success
5. Instil in all learners the importance of life-long learning
6. Promote a responsibility for learning within each learner
7. To ensure remote learning activities are stimulating, challenging and effectively supported through high quality teaching and learning.

8. To provide high expectations for remote learning for all programmes and ensure that support is proportionate and purposeful in the context of remote learning activities.

### **Support for Learners to Access Remote Learning**

Learners will be supported to ensure they can access remote learning platforms with a suitable device, connectivity and a suitable environment for learning. Any learner who cannot access remote learning should speak to their tutor or Centre/Performance Manager who will be able to give advice and assistance as necessary.

### **Expectations and Responsibilities of our Learners**

1. Learners should recognise the value of remote learning in supporting their learning and progression, making time to complete remote work to the highest standard possible.
2. Study Programme and Traineeship learners should use the Remote Learning Timetable (NTS1312a/b) to help structure their day and to ensure they are completing a full timetable of study whilst working remotely.
3. Learners should expect and seek out support when needed to complete remote learning tasks to the highest standard they can and if necessary seek help before it is due in.
4. Learners should practice and build on prior learning to support their remote learning.
5. Make sure they are aware when and how their remote work should be submitted for staff to mark and give feedback.

### **Expectations and Responsibilities of Staff**

1. Staff should create learning tasks which build on prior learning and support the development of new skills and knowledge. These learning tasks will support the completion of assignments for accredited qualifications or help prepare for exams and will directly link to the relevant programme curriculum intent and implementation.

2. All teaching staff should communicate tasks and deadlines clearly to learners. Staff should ensure Study Programme and Traineeship learners understand the structure of their day and what work is to be completed by issuing a weekly Remote Learning Timetable (NTS1312a/b)
3. Feedback should be delivered promptly to individuals to help them develop a clear understanding of next steps.
4. Staff should take extra care not to overburden learners with excessive learning tasks.
5. Staff will provide support to ensure learners can access the appropriate materials and online resources to complete remote learning.
6. Staff will ensure support is available and accessible for learners who need space, time or further advice to complete remote learning tasks.
7. Any concerns raised whilst remote learning should be discussed with the Tutor/Coach in the first instance.

### **Expectations and Responsibilities of Parents and Carers**

1. Create an environment which supports time management and a quiet space.
2. Regularly review progress, reminding and prompting their child when appropriate. For Study Programme and Traineeship Learners, support their child to complete the lessons and tasks on their timetable (NTS1312a/b)
3. Contact Nova Training to seek further support or advice if needed.

### **Remote Learning Resources**

#### **On line teaching**

We use Microsoft Teams and BKSB (for Maths, English and ICT) for remote learning. Your attendance and any reviews will be uploaded to our e-learning platforms for which your Tutor / Coach will provide access.

You can download Microsoft Teams onto your laptop/desktop/mobile device here: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

BKSB - <https://nova.bksblive2.co.uk>

All work will be set on MS Teams with appropriate deadlines for submission and links to resources. Live lessons and recorded lessons will be available via MS Teams and calendar invites will be sent to learners, via Teams, to let them know when they have to attend a lesson with their tutor/coach.

For learners who cannot access MS Teams or BKSB, their programme tutor/coach will discuss with them how they can continue with their studies whilst working remotely.

### **Support for SEND and those with high needs**

Tutors/Coaches will contact learners regularly and deal with any issues related to the level and accessibility of the work they have been set. The learners with a support plan will be given extra support by relevant staff to meet their needs.

### **Safeguarding**

In response to the Covid-19 pandemic we have created a Safeguarding Addendum (Covid-19) (NTS717a) which sets out the additional measures that we have implemented alongside our Safeguarding and Child Protection policy (NTS717) to help keep learners and staff safe during the pandemic and whilst working online.

### **Staying Safe Online**

Communications will continue to be used to reinforce the importance of learners being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear which members of Nova staff their child is going to be interacting with online. Support for parents:

- [National Online Safety](#) A free Online safety App for Parents and Educators providing advice and guidance on the latest apps, games and devices
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services
- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying

- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls

### **Links with Other Policies**

This policy is linked to our:

Safeguarding and Child Protection Policy

Safeguarding Addendum (Covid 19)

Safeguarding Procedure

Internet Acceptable Use Policy

Data Protection Policy

Learner Attendance and Punctuality Policy

Behaviour Management Policy