



The GTA Remote Learning Policy

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Signature:

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Position: CEO
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Remote Learning with the GTA

Overview

During the pandemic learners may find themselves having to self-isolate and unable to attend the GTA training centre. As it is important to continue your learning the GTA can deliver training to you during your isolation, this is normally called a virtual learning environment. The online training and assessment will consist of but limited to the following:

- Online theoretical and interactive sessions via Zoom
- Online assignments, presentations and learning material will be made available via a Moodle account
- One to One teaching sessions from tutors
- Online Quizzes and assessments
- Hard copies of information and learning can also be posted

Please note that some teaching sessions are recorded so that they can be watched later date should the time or date be inconvenient.

When are your sessions (live) and how do you attend them?

The GTA will make contact reference of any sessions scheduled by either Facebook, Email, Text message or WhatsApp. Sessions are scheduled every week. Your tutor will normally contact you with the link to join the Zoom session, which is our current chosen format for live training. Timetables will also be published on social media as well as any changes to the learning delivery.

To gain access the GTAs Zoom sessions, you will need to download Zoom onto a compatible device/s, the app is free and will work on most smartphones, Laptops, Tablets or Desktop computers with an internet connection.

Practical assessments will be completed in your workplace, so as long as your employer provides a safe COVID secure environment for GTA staff to enter.

If you have any difficulties with software, devices and connection to the internet or otherwise please contact the GTA on 01302 832 831 or via any of our social media channels.

What do we expect of you as a learner?

It is very important that your learning continues when face to face training cannot take place; the GTA would like you to embrace its varied training model whether it is face-to-face, remote (Moodle) or live online learning.

Online sessions will require the same etiquette as you would normally in your classroom this means:

- Please let us know if you are not going to make the session and the reason why
- arrive on-time, ideally 5 mins before the start time for your session and attend throughout
- Please answer any communication from the GTA or your Tutor, any engagement with you as the apprentice could be reported to your employer.
- Let us know if you have changed your email address, phone number or accommodation address.

What the GTA will do and provide?

The GTA will facilitate the delivery of training to its apprentices during times of absence for reasons such as but not limited to:

- Self-Isolation
- Absence due to attending work to cover for staff due to COVID-19 issues
- Local or National Lockdown restrictions
- Other illness or reason which means you can attend the Training Centre/s

The training away from the Training Centre/s will continue to be focussed on your current apprenticeship level and topics to help continue your learning. Naturally, online sessions will be restricted to the delivery of theory and instructional training videos in the workshop.

The GTA can provide you with equipment needed to attend the online sessions, so as long as you can prove that you require these additional services, some of this services/equipment could include:

Equipment

- Laptop
- Tablet

Services

- Posting course work out
- Collecting and delivering written work to/from your place of work
- Taxi service for travelling into the Training Centre/s

There may be rare instances where some apprentices may need more specialist equipment, in these instances the requirements of each person could vary considerably. Therefore, each situation will be assessed on an individual basis and appropriate equipment will be provided.

If you have Special Educational Needs and/or are classed as Vulnerable

The GTA is committed to providing learning to every learner, the tutors at the GTA will contact learners who require extra support on a one-to-one basis to make arrangements about continuing training.

However, if you feel you need extra support to continue with your learning please contact the GTA on 01302 832 831 and ask to speak to your tutor or via any of our social media channels.

Safeguarding and Mental Health at the GTA

We understand that the pandemic may cause stress and anxiety amongst people and would like you to remind you that the GTA has a team of specially trained staff. We available 24 Hours a day to help you with any Safeguarding or Mental Health concerns you may have.

If you are concerned about yourself or someone else or want to talk with someone please contact our Safeguarding Team on 01302 832 831 or 0752 104 6897.

Please remember if someone is in immediate danger contact 999.