



## **North Tyneside Council: Adult Learning Service Remote education provision**

This information is intended to provide clarity and transparency to our learners, and where relevant their parents or carers, about what to expect from remote education where national or local restrictions require us to deliver learning remotely. This includes learning for individuals, groups and whole cohorts with the flexibilities described below applied both in support of fully remote learning and in relation to blended delivery models where some learners work from home whilst others are in attendance.

### **Our remote education offer: teaching our students at home**

Since September 2020, an increasing amount of our provision has been accessible both online as well as remotely via a range of digital platforms (for example One File, E Assessor and Google Classroom). Our Digital Ambition is to enable blended learning opportunities for all cohorts across our provision allowing both remote and onsite delivery options for learners who, for any legitimate reason, are unable to attend an onsite session/s.

For the vast majority of learners moving to fully remote learning will involve accessing materials, resources and support entirely through these virtual environments and moving to digital communications with your tutor/s. For some, this might look or feel different from our standard approach as we work with groups to find the most effective method of remote learning to meet your needs. It may take us a little time to prepare for more extensive periods of remote teaching, particularly in areas which involve more practical or work-place learning.

## **What can we expect from immediate remote education if face-to-face classes are suspended?**

Initially, you will receive communication from your tutor/s identifying how your class has been affected along with reminders of the virtual learning environment used to support your learning (for example One File, Google Classroom or E Assessor). Your tutor will work with you to ensure that you have the necessary IT equipment to log onto these tools and support you to access them if needed providing telephone support, email guidance or answering your questions as necessary.

Materials for home learning will be available immediately on this digital platform to support ongoing learning in English & maths where this is part of a study programme (for example Working Roots, Phoenix Programme or Ignite Your Potential).

If you do not have access to the virtual environment or would prefer an alternative, a workbook or paper-based pack of learning materials will be available to collect as soon as practicable or delivered to your listed address.

## **Following the initial move to remote education, will we be taught the same curriculum as we would if we were attending class?**

Our remote teaching will follow broadly the same curriculum as we would within our onsite activities however, some adaptations may be necessary in some subjects. For example, courses reliant on extended placement hours or time within a work-place to apply learning or those which have significant practical learning elements requiring specialist training, equipment or environments may require adjustment and/or adaptation.

We will work to provide alternatives such as simulation, case study, reflective activities, video scenarios, virtual resources etc. to support and continue to develop your skills, knowledge and understanding whilst ensuring that we continue to work within the requirements, standards and expectations of our Awarding Organisations.

## Remote teaching and study time

### How much work will we be expected to undertake during remote learning periods?

We expect that remote education, including guided learning time, tutor interaction and independent study, will broadly mirror the number of hours per day and days per week as scheduled on your timetable. Any necessary amendments to timetables in relation to online group meetings or tutor availability will be communicated fully to you by your tutor/s who will ensure regular contact with you.

Placement or work experience/ work-based learning time may be suspended during times when fully remote teaching is taking place due to restrictions in force. It is important to liaise with your employer/ tutor regarding any necessary alternative or substitute activities which can be safely undertaken to support your learning, skill development and work. If your work experience setting or placement remain open during times of remote learning, for example due to the nature of their work, they may ask you to continue to attend or to support them via reduced or alternative working patterns. Please discuss this with your tutor or mentor to ensure that all necessary precautions have been taken and that this is deemed appropriate for your course and/or circumstances. In all cases we would expect your personal circumstances, health and wellbeing to be fully considered and planned for ensuring appropriate control measures are in place to safeguard your wellbeing.

### How will we access any online remote education?

Dependent on your learning programme, you may access learning via:

- One File (for example Apprenticeships and Health, Care & Education courses)
- E Assessor (for example Social Care Sector-Based Work Academy)
- Google Classroom (for English, maths and study programmes)
- Smart Screen (for example Construction)

Your tutor/s and/or mentor/s will also use a range of tools to interact with you as available and appropriate given your circumstances. These can include;

- Email
- Whats App group
- Teams/ Google Meet group sessions
- Telephone tutorial

Please contact your tutor/s if you need any support with the skills or hardware to access learning in this way.

## **If we do not have digital or online access at home, how will you support us to access remote education?**

We recognise that some learners may not have suitable or available online access at home. The following approaches may be applied to support you to access remote learning:

- Paper-based work books/ packs (if you do not have internet access/ hardware)
- Laptop loan to use on home wifi
- Tablet loan with mobile data allowance for use if no wifi is available

Please contact your tutor/s or mentor/s for more information on accessing work in this manner. We will work with you to find the best and most appropriate solution to assist you given your individual needs, learning preferences and circumstances and the required learning.

## **Engagement and feedback**

### **What are your expectations for engagement of learners whilst learning remotely?**

During periods of remote education, we expect that guided learning time, tutor interaction and independent study, will broadly mirror the number of class-based hours per day and days per week as scheduled on your timetable. In some cases, planned learning time may require adjustment or adaptation of intended delivery models due to the practical or site specific nature of the learning activity typically included. For example:

- courses reliant on extended placement hours or
- study programmes set up with extensive time within a work-place to apply learning or
- vocational areas which have significant practical learning elements requiring specialist equipment or environments

We will work to provide alternatives which support learning, maintain understanding and develop awareness of underpinning concepts and their application whilst ensuring that we continue to work within the requirements, standards and expectations of our Awarding Organisations.

## **How will you check my engagement and/or provide support if there are concerns?**

Tutor/s will work to maintain regular contact with you in line with the intensity and expectations of your usual course timetable scheduling live class sessions, group meetings, one-to-one appointments and setting deadlines for progress with and/ or submission of work. Any necessary amendments to timetables in relation to online group meetings or tutor availability will be communicated fully to you by your tutor/s. Tutors will monitor and record attendance at online sessions and progress towards expected outcomes and, whilst we recognise that individual circumstances may restrict online attendance or interaction, we expect you to maintain on going correspondence via the agreed most appropriate communication channel according to your course, group and individual needs.

If we have concerns about your engagement or progress, your tutor will work to address these with you directly using a range of communication routes as appropriate and in line with your expressed preferences where possible. If we are unable to make contact with you, we will explore wider communication routes and/or a pastoral mentor may make contact to discuss ways in which we can further support you. Tutors will work with you to ensure that you are able to access/ submit work and understand/ have access to regular written feedback to support your progression, discussing this with you as necessary and appropriate to further support you. If you would prefer to speak with someone other than your tutor about personal circumstances or concerns, you can make contact with or request contact from your study programme mentor or our Adult Learning Service mentor as appropriate.

## **Additional support for learners with particular needs**

We recognise that some learners, for example learners with special educational needs and disabilities (SEND) or adults with learning difficulties and disabilities (ALDD), may not be able to access remote education without support. We acknowledge the challenges which this may present and we are committed to working with individuals, parents, carers and enablers as appropriate to make reasonable adaptations to teaching, learning and assessment methods in keeping with course content, awarding body expectations and safe working practice protocols. This includes offering flexible options for engagement with learning materials in a range of formats, providing additional digital skills training and support where necessary, planning whole class, small group and one-to-one interaction within online activity and remote interactions, teaching assistants providing online and telephone support, guidance and assistance with learning activities and sessions. Tutors will work with individuals in line with their Education, Health and Care plans or identified learning needs to identify 'what works' as well as barriers or challenges and to target support and tailor teaching and learning materials to meet the diverse needs of learner groups supporting engagement in a variety of ways to maximise inclusion and promote and celebrate diverse learning styles.