

**The COVID 19 outbreak will present significant challenges for all employers including the college.**

**The following guidance is for employers who employ apprentices within their business who receive all or some of their off the job training and work place assessment from Tyne Coast College.**

• **Our workplace is closed due to COVID 19. Can an apprentice continue with their training?**

The apprentice should continue to study towards their apprenticeship as per the learning and employer plan that has been agreed with them and you as their employer. The assessor will make arrangements to contact the apprentice to continue to support them remotely.

Reviews and training will be conducted and delivered through Skype calls and online through Microsoft Teams, Smart assessor or via email direct.

• **Should I ask our apprentice to stop coming into the workplace until COVID-19 has passed?**

The apprentice is an employee in your business and as a result will be subject to the policies and procedures that you adopt in response to the outbreak. It will important that you ensure the apprentice is clear on their work expectation during any changes to the operation of your business.

• **If my apprentice attends on day release and the college is closed for any period of time how will there learning sessions continue?**

Apprentices will continue to be supported by their teachers and assessors online. Learning and assessment will be delivered through Smart Assessor and Microsoft Teams. Guidance will be provided to apprentices and learning and assessment will continue as planned albeit remotely. The college may open the college at specific times to enable apprentices to complete technical practice and assessments. The timetable for this will be shared with the apprentice and employer.

• **What if my apprentice's lecturer or assessor has COVID-19 and is too ill to provide support online?**

Where a lecturer or assessor is unwell the apprentice should continue with the work that has been set. Apprentices will be working to a four week plan online. The work of the assessor will be monitored by a manager. If they are ill the manager will endeavour to ensure that support is re-allocated from another member of the assessment team.

• **Who will be monitoring that teaching, learning and support is happening and to the required standard if the college is closed?**

Managers will have access to Smart Assessor and all Microsoft Team sites and will be monitoring that teaching, learning and assessment that is taking place. You or your apprentice will be able to contact them through the normal channels if you or they have any concerns. A key contacts list is provided at the end of this document.

• **How will delivery continue if my apprentice is taught in the workplace?**

The same approach outlined in point 3 will apply. If you have any concerns we would encourage you to contact their assessor or the apprenticeship team. A key contacts list is provided at the end of this document.

• **What should we do if one of our apprentices is diagnosed with COVID -19 or asked to self-isolate?**

You should follow government guidelines and/or the policy adopted by your business. You should inform the college through your account manager or the apprentice's assessor so we are aware of their absence.

• **What if our apprentices cannot attend college or work for an extended period?**

It is likely that anyone infected with COVID-19 will recover within two weeks. An official break in learning would only apply if the apprentice was absent for a period of four weeks or more. In these circumstances the college would discuss the options with you and apply any appropriate interventions which might include putting the apprentice on a break in learning.

• **How will COVID-19 and any college closure affect my apprentices End Point Assessment (EPA)?**

We are currently waiting on guidance from EPA organisations on their approach. It is likely that we will experience some delays in being able to book assessments.

Where it is possible to complete some of the assessed elements remotely then this will take place as normal. Where the EPA requires a 'face to face' element then we will wait to see what the requirement will be under these circumstances. We will keep you and your apprentice notified.