

**ESFA instruction regarding publication of remote education offers
Skills for Work (Bradford Council)
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So 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, please see below details of Skills for Work Remote Education Offer

Age Group	14-16	16-19	Apprentices	Adult Learners
1. What remote education will be made available for different learner cohorts (14 to 16, 16 to 19, apprentices, adult learners)	Not Applicable	Not Applicable	<p><u>Apprenticeships</u> currently on offer: Customer Service Practitioner Level 2 Customer Service Specialist Level 3 Business Administrator Level 3 Public Service Operational Delivery Officer Level 3 Team Leader/Supervisor level 3 Learning Mentor Level 3 Associate Project Manager Level 4 Operational Departmental Manager Level 5 Coaching Professional Level 5</p> <p>Additional Accredited qualifications will be offered against some standards if required in liaison with learner and employer</p>	<p><u>Adult, Community Learning</u> Adult Learners 19+ Online City and Guilds Functional Skills in English and Maths – Entry Level 3 to Level 1 Online Pearson Accredited ESOL – Entry Level 2 to Entry Level 3 Online Ascentis English Units – Entry 2 to Level 1 Online Ascentis Award in Child’s Learning and Development – Entry 3 to Level 1 Online Non-Accredited Learning and Development in</p>

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			<p>Functional Maths and English qualification and relevant support offered to a Level 2.</p>	<p>Childcare, Employability, English and Maths</p> <p>Weekly virtual lessons. Access to online learning platforms with resources, assessment facilities and direct access to tutor support. Online assessment and feedback on submitted work. Online external examination platform available for summative assessment.</p> <p><u>Employment Hub Support</u> Delivery has moved from one to one guidance for customers on job search to help via emails and telephone</p>

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				<p>calls, this has not impacted the service response to customers with an increase in job starts from moving to contact on a face to face basis being removed.</p> <p>Delivery of Literacy/ Numeracy and employability is undertaken by the Adult, Community and Family Learning team and employment Hub team will refer customers directly onto these sessions</p>
<p>2. Delivery arrangements, such as timetabling, virtual learning environments and assessment arrangements</p>			<p>Timetabled virtual lessons/workshops. Access to online learning platforms with resources, assessment facilities and direct access to tutor support. Online assessment (where appropriate) and feedback on submitted work.</p>	<p><u>Adult, Community/Family Learning</u> Weekly virtual lessons. Access to online learning platforms with resources, assessment facilities and direct</p>

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			<p>Online external examination platform available for summative assessment.</p> <p>Online mock End Point Assessments to prepare for EPA process.</p> <p>Triage model in place – Tutor/Assessor/Learner/Employer to ensure support for both Manager and Learner, progression and retention on programme. Minimum 1-2-1 and triage meetings with regular on-going reviews monitored by Manager. All learners will have nominated name Tutor/Assessor throughout</p> <p>Specialist Careers Information and Guidance is embedded and available to all learners</p>	<p>access to tutor support.</p> <p>Online assessment and feedback on submitted work.</p> <p>Online external examination platform available for summative assessment.</p> <p>Specialist Careers Information and Guidance is embedded and available to all learners</p> <p><u>Employment Hub</u> Delivery is with the timetabling of customer contact being done via outlook calendars</p>

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3. Expectations of students.			<p>To complete online initial and diagnostic assessments. To return electronic copies of all required paperwork. To attend planned online induction sessions. To work towards agreed targets. Timetabled attendance on virtual classrooms/workshops. To engage with online resources including Get to Gateway and BKSb. To liaise with tutor/s in all aspects of learning and development. To apply all classroom behaviour requirements to online sessions</p>	<p><u>Adult, Community/Family Learning</u> To complete online initial and diagnostic assessments. To work towards agreed targets. Weekly attendance on virtual classrooms To engage with online classroom resources. To liaise with tutor/s in all aspects of learning and development.</p> <p><u>Employment Hub Support:</u> The expectation of customers has not changed since we moved to virtual discussions from the Employment Hub side and the customers are kept focused on job search and developing job search skills.</p>

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<p>4. Arrangements for students studying courses that require specialist equipment or facilities.</p>			<p>Specialist equipment is not required for the apprenticeship provision that Skills for Work delivers.</p> <p>Learners require access to devices (P.C./tablet/Mobile phone)</p> <p>All learners are supported to use their devices to access learning and virtual on-line learning platforms.</p> <p>Learning resources for independent and directed learning are available via the Get to Gateway platform and apprentices are given full, unlimited access to this. This can be accessed via a variety of devices.</p> <p>Apprentices are given the opportunity to use the software that will be used for End Point Assessment remote assessments in the event that they are unable to have a face-to-face EPA.</p> <p>Additional support arrangements are in place to support learners who have little no access to</p>	<p><u>Adult, Community/Family Learning</u></p> <p>Specialist equipment is not required for Adult, Family Learning Provision.</p> <p>Learners require access to devices (P.C./tablet/Mobile phone)</p> <p>All learners are supported to use their devices to access learning and virtual on-line learning platforms.</p> <p>Additional support arrangements are in place to support learners who have little no access to connectivity/devices as outlined in section 5 below.</p> <p><u>Employment Hub</u></p>

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			connectivity/devices as outlined in section 5 below.	Where a customer does not have the facility to look for work i.e. laptop the employment advisors will undertake this for them and discuss the vacancies over the phone and where needed support to complete applications for the customers.
5. Support for students without devices, connectivity or a suitable environment for learning			Employers encouraged to support apprentices to access online content where required. Additional options identified for accessing connectivity and devices including referral to other agencies who may be able to support and alternative venues which would be a suitable environment for learning.	<p><u>Adult, Community/Family Learning</u></p> <p>Additional support is provided through Distance learning resources hard copy which are being delivered to learners with follow up by telephone. Learners are being engaged in learning by hard copy/post, telephone/ text as their preference. Learners are also referred to</p>

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				<p>other agencies who may be able to support with accessing connectivity and devices.</p>
<p>6. support for students with SEND</p>			<p>All apprentices are treated equally and where extra support is needed this will be discussed with the apprentice. Robust skills and learning assessment is undertaken for all learners prior to start of programmes and on-going 1-2-1 assessments/reviews with individual learning /action plans to ensure any additional resources/support are actioned immediately and monitored. Tracking in place to support progression and retention and action any support required. This includes referral for any additional support to specialist agencies.</p>	<p><u>Adult, Community/Family Learning</u> Robust skills and learning assessment is undertaken for all learners prior to start of programmes and on-going 1-2-1 assessments/reviews with individual learning /action plans to ensure any additional resources/support are actioned immediately and monitored. This includes referral for any additional support to specialist agencies.</p>

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			<p>Employers engaged to ensure that workplace support requirements are identified and actioned. This could include additional duties or opportunities to practice skills needing to be demonstrated and additional time to undertake learning in addition to the required 20% Off The Job Training allowance.</p>	<p>Additional support has also been provided to all learners with basic “Digital Skills” including how to use your Smart phone/tablet/device to access virtual learning On-going support CPD for all learners with additional 1-2-1 as required for SEND learners in accessing and using digital /virtual on-line learning platforms.</p> <p><u>Employment Hub</u> All customers are treated equally and where extra support is needed this will be discussed with the customer and a potential referral to a specialist organisation is undertaken. Employment Adviser will continue to support the customer on</p>

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				programme to ensure customer access to all available support.