

# **Covid Restrictions** **Remote Education Offer**



Lee Lawson is Lancaster Training Services (LTS) Ltd Assistant Training Manager and has overarching responsibility for the quality and delivery of remote education. This offer applies to all LTS apprentices and learners on the full time course. Updates and how the current government restrictions apply to your training can be found at our website [lantrain.co.uk](http://lantrain.co.uk) or by telephoning the Training Centre.

## **The Basics**

Tutors will communicate with apprentices/learners via email, text and/or telephoning where needed.

Tutors will individually guide their apprentices/learner groups with how to access lessons and resources whilst working remotely.

Apprentices/Learners will be able to speak with their course tutors Don Heaton, Craig Mottram, James Taylor or Lee Lawson via the normal contact number 01524858326.

Apprentices can contact the Training Co-ordinator (Keith Boak) via the telephone if they need any employment and/or welfare advice in the usual manner.

## **Delivery arrangements**

All usual classroom delivery is now taking place remotely via Zoom or Microsoft Teams platforms.

Schemes of Work have been produced on a group basis by tutors to inform apprentices/learners of what to expect during the remote sessions.

As government restrictions change it may be necessary to review and amend the Schemes of Work to allow for example small groups of apprentices/learners to attend the training centre for practical sessions. These changes will be communicated to both apprentices/learners and where appropriate employers.

## **Expectations of Learners/Apprentices**

- Check your emails daily.
- Make sure you can access Zoom/Teams – contact LTS if you are having any issues.
- ‘Log into’ remote sessions promptly and be ready to start learning as directed.
- Actively participate in remote sessions.
- Complete distance learning work packs (if relevant).
- Make sure you submit work for assessment as required by your tutors.
- Most importantly ask for help if you are struggling with your work and/or using remote technology.

## **Arrangements for practical learning**

When government restrictions allow, apprentices/learners will be invited back in for practical sessions in the training workshop. It is likely that groups will be smaller so that we can ensure a covid secure environment. Tutors will inform you of our local covid rules, for example, when to wear face coverings, social distancing and sanitising etc.

## **Extra support for students**

Apprentices who do not have access to the necessary equipment or internet access should contact Lee Lawson for help. Those apprentices/learners with special educational needs and disability (SEND) will be contacted and their individual needs discussed. Any apprentice/learner who feels they need addition help/support must contact Lee Lawson on 01524 858326