

A notice to all employers, apprentices and work-based learners regarding the Coronavirus outbreak

I would like to reassure you that Wiltshire College & University Centre is committed to supporting **all** students during this period of uncertainty.

We expect all apprentices to continue and progress on their programme of study and I will outline below the measures we are taking:

1. You will be contacted within the next week to agree a plan of bespoke support to suit your circumstances (whether apprentices are working from home or the workplace).
2. All Assessors are equipped to support remote learning and have access to a large bank of resources. An array of different learning activities will be used to enable the continued development of knowledge, skills and behaviours.
3. If students do not have access to IT and the internet, learning packs will be delivered to their workplace or home and support given via the telephone.
4. Functional Skills and additional learning support will also continue and be delivered remotely by specialist Tutors in the same way.
5. Assessors will maintain regular contact and review progress with each student. These reviews will pay particular attention to wellbeing and mental health, with additional support arranged as appropriate.
6. A range of remote assessment methods will be used to enable continued progression and achievement including video observations. We are in discussion with Awarding Bodies to make exceptional arrangements for End Point Assessment. In most cases we expect students to still achieve on time, within their planned programme duration.

For students due to start an apprenticeship, we have moved to online enrolment and induction. New recruits will be comprehensively supported with off-the job training even where they can't access the workplace. Programmes have been re-designed to front load some of the knowledge elements and ensure that new starters are not disadvantaged by restrictions on mobility.

We encourage all our employers and students to heed government advice on social distancing and self-isolation. The majority of College staff have moved to remote/home working and workplace visits will be replaced by regular online and telephone communication.

Finally, the College has a range of training options including online and distance programmes to support the continued professional development of your workforce.

Details can be found on our website www.wiltshire.ac.uk, by contacting apprenticeships@wiltshire.ac.uk or you can call 0845 345 2235.

If you have any questions, please direct them to your designated Assessor in the first instance. I will update you further if there is any change.

I understand this is an unsettling and unprecedented time, but we are working hard to ensure continuity of service. Please do keep checking the College website and social media platforms for regular updates.

Regards,
Tony Basham
Executive Director