



Remote Teaching & Learning Policy

Policy Scope

The policy is designed to safeguard the teaching and learning opportunities which are provided to learners and the experience which they have whilst undertaking education programmes with PLG.

Certain scenarios may require Teaching and Learning and coaching sessions to be completed remotely. Where this is the case this policy is designed to provide some guidance around delivering teaching and learning sessions remotely utilising technology.

Process

All remote teaching and learning sessions must be agreed with learners and added to trainers calendars prior to the visit taking place, these should be booked in the usual way, at the end of the previous face to face to remote session to allow the learners plenty of time to arrange availability and working patterns.

Where teaching and learning is being completed remotely this should be undertaken utilising Zoom as an online delivery medium in conjunction with our online learning platforms; Canvas and iLearner.

A plan for the session must be agreed in the usual way and shared with the learner, clearly defining what the expectations are in terms of self-managed learning and off the job learning which is to be completed in between the sessions. The plan must also include the objectives for the teaching and learning session which will be completed and detail around any assessments which can/will be completed on the visit as well.

- Canvas should be used as usual and all learner traffic should be driven through Canvas for access to resources and assessment activity
- Sessions should be completed via Zoom with key parts of the session being recorded.
- Sessions are to be confirmed with apprentices and ALL contact or changes MUST be recorded on the learner contact log to safeguard compliance
- There must be evidence of the full Learning cycle for all apprentices who are having remote sessions undertaken, this includes: Planning, Teaching & Learning, Assessment, Feedback and Reviewing
- All learners must log in to iLearner to sign off their review in accordance with normal visit practices
- Planning for the next session must be completed and agreed with the learner, with the learner having visible access to a clear and detailed plan for learning and assessment
- Innovation in teaching and learning sessions should be implemented and is encouraged in order to utilise the sessions to the best possible advantage of learner's progression and attainment



- All planning and completion of off the job learning must still be recorded on the “off the job calculator” and the most up to date version must be kept on drop box in the learner pack
- Bigger Picture processes surrounding Safeguarding, Equality & Diversity and British Values must still be discussed and covered during learner progress review sessions

Evidence Expectations

Following on from remote sessions being completed, below is a list of evidence which will need to be held and uploaded or stored.

Any assessment, formal or informal, which has been completed by the learners or with the learner will need to be uploaded to Canvas or iLearner (as appropriate) and be assessed and cross referenced to the criteria which is being claimed, the assessment should include detailed feedback to the learner and should include areas for development as well as affirming areas of standard/criteria coverage.

Planning for tasks and activities which have been complete will need to be updated on the relevant systems to ensure the learner has clear sight of the expectations in terms of evidence which they are to gather and activities which they are to work on prior to the next session being completed.

Recording of key parts of the session will need to be uploaded to the learner contact log, the recording must cover a discussion around the completed review so the learner is fully aware of what has taken place and the areas of strengths, opportunities and the next steps, this will also ensure the learner is aware of the targets which they are currently working on. The recording must also include a review of the off the job calculator and discuss what has been planned and what has been completed with a justification provided against the hours awarded.

Learner progress reviews need to be completed, in detail, and uploaded to iLearner in order for the learner to log in and add their comments. Learner comments should capture the discussion around the bigger picture topic as well as provide some detail on how the learner feels the visit went and any concerns which they may have.

Staff Training

All staff will receive initial training on how to effectively utilise the Canvas and Zoom platforms. Further training will be provided as upgrades or new tools are introduced to compliment or replace existing platforms and tools. If any staff feel they require further training on any of the learning and assessment delivery platforms they are to contact their line manager who will arrange this.



Quality Assurance

Online delivery sessions will be subject to and form part of the ongoing quality assurance processes which operate within PLG.

Online learning sessions, with agreement/notification, will form part of observation of teaching and learning processes and form part of the PLG ongoing quality improvement arrangements which operate across all other forms of delivery.