



Remote Education Offer

Liberty Training January 2021

Remote delivery at Liberty Training will follow the usual daily flow that learners receive when attending in person. Learners were sent a letter over the Christmas period that explains the days that they are attending, according to their individual needs.

From January, learners have been offered a blended learning approach of one day online, and one day remote. Due to the current situation, we will be offering both days remotely unless vulnerable, or the child of a Key Worker, in which case learners will attend on a Wednesday or Thursday in order for us to limit the amount of time the test centre is open, freeing up staff to deliver the online teaching.

Learners will still receive two full days of learning throughout the current lockdown, or the number of days learning that has been agreed to meet the learner's or group's needs and will continue to follow the current scheme of work for the programme.

Teaching Assistants will still be available to learners with SEND to support them through their online learning and between sessions.

Whilst remote delivery may create new challenges for our learners, we aim to make them valuable learning experiences for the modern world.

Assessment of work

Teaching staff will continue to plan for diagnostic, formative and summative assessment to take place during the sessions. Learners will be able to send and receive work through Microsoft Teams, emails and other data safe mediums agreed by Liberty Training.

Tutors will continue to give timely feedback to learners on their progress during and after sessions.

Functional Skills Speaking and Listening will be available to complete online with groups, if appropriate to learner's needs. The full range of Functional Skills exams and assessments will recommence once face to face learning resumes for individual learners.

Delivery arrangements

Sessions will be conducted through Microsoft Teams video conferencing and the chat function within it as well as phone communications, printed work through the post and any other secure medium that suits learning needs.

Time	What	How	Cumulative time
09:00-09:30	Online Tutorials – feedback & current affairs	Teams Chat	0.5h
09:30-11:00	Session 1 – subject setup and learning	Teams Video	2h
11:00-12:00	Supported home working	Supported by Tutor and TA via Teams Chat and phone	3h
12:00-12:30	Learner's lunch break		-
12:30-13:30	Supported home working	Supported by Tutor and TA via Teams Chat and phone	4h
13:30-14:00	Tutor receives and marks work		4.5h
14:00-15:00	Session 2 – feedback and development of learning	Teams Video	5.5h
15:00-16:00	Feedback/stretch activity and completion of work from tutor feedback	Working at home supported by Tutor and TA on Teams Chat and phone	6.5h



Expectation of students

We hope that learners continue to engage with the online learning by attending and participating in the group and one to one sessions. We will expect the same level of courtesy, manners, and respect as we would in the college towards our staff and other learners.

Any misbehaviour online will result in a verbal warning in the first instance, and removal from the current session for multiple offences.

Any action related to such incidents will happen off-line and in private with the tutor, learner and/or guardian. Examples of such situations are bullying, racism, swearing, aggressiveness or intentional disruption.

Learners without devices, connectivity or a suitable environment for learning

We will work with any learner who may not have the correct facilities, equipment or environment on an individual basis. Our tutors work closely with learners, parents and carers to monitor the situation, and offer access to laptops and other technology that may be needed.