



Updated: 14th January 2021

Shape has always delivered its learning programmes using face to face teaching on our own premises. However it is now necessary for us to begin running our programmes remotely, following the government's decision on the 4th January 2021 (due the Covid-19 pandemic) to close all primary, secondary and post-16 education provider premises to all learners (except for vulnerable learners and those of key workers).

The following arrangements are available for all Shape learners (including Study Programmes and Apprentices) to continue their learning remotely.

- Your tutor/assessor will have been in touch with you regarding your individual coursework and how you can continue to learn remotely while you are unable to come into Shapes premises, this will also take into account any special educational needs you may have. If you have not been contacted please phone 01642 282222 so we can check we have up to date contact details. Coursework will be sent in a way most suitable to your needs and circumstances and will include the following methods;
 - Ecordia – if your course uses an eportfolio system your tutor/assessor will communicate with you through this system.
 - BKSB – English and Maths work will be set through the BKSB online system.
 - Other coursework, workbooks, assignments, practice tests, etc will be emailed directly to learners or printed copies will be posted (if appropriate) on a weekly or more frequent basis, as agreed.
 - Tutor/assessors will remain in regular contact via email, phone or messaging through eportfolio. This contact will include feedback on marking of work that has been submitted, reviewing progress and any other mentoring support learners require.
 - Apprentices will still be visited by Shape staff for reviews and observations if it is allowed under government guidelines, approved by the employer and safe to do so in a covid secure way.
 - If we feel it is appropriate, we will arrange online 1:1 sessions or classes using Microsoft Teams, Zoom or Google Meeting.
 - If a test, online assessment or 1:1 session is required, we will follow government guidance applicable at the time. Apprenticeship end-point assessments will currently still go ahead on Shape premises, we will ensure suitable protective measures are in place.

- If learners are unable to access suitable equipment to continue their learning remotely, Shape has a limited supply of laptops that learners can loan. Please discuss this with your tutor/assessor if you require support.

- Our expectations of our learners are as follows;
 - Apprentices should continue to go to their normal place of work unless instructed otherwise by their employers.
 - All learners should be available to answer calls and respond to email promptly from Shape staff during their normal teaching hours.
 - Learners should undertake the workbooks, mock tests, sent to them by Shape staff and return them according to the deadlines given.
 - Learners should undertake hours of learning each week at least equivalent to those you would undertake on your course.
 - If an online teaching session (via Microsoft Teams, Zoom or Google Meeting) is arranged you will be expected to;
 - a. Find a quiet suitable place to undertake the session, including considering somewhere with a neutral background, wherever possible.
 - b. Dress for the session as you would if you were attending class onsite.
 - c. Log into the session on time
 - d. Mute your microphone when you are not speaking in the session to ensure minimal disruption.
 - e. Behave in the online session as you would be expected to behave in class.
 - Learners should contact their tutor/assessor if they require help or support with work they have been given or need to discuss anything else.
 - Learners can contact their assessors through email, phone or eportfolio messaging during normal office hours (during the third national lockdown, beginning January 2021 most staff will be available Monday, Wednesday and Thursday 9am to 4.45pm).

