

BATH COLLEGE REMOTE EDUCATION OFFER

Scope

This document outlines the Bath College remote education offer.

This document has been published so that students (and parents of students aged 19 and below) know what to expect if they need to self-isolate, there are changes in local restrictions or further national lockdowns.

The College covers a wide range of subjects, some of which are more practical and as a result the offer that is in place for each will vary to best support students to develop their knowledge, skills and application.

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1. Online systems

The college maintains Microsoft Office 365, Moodle and in some areas, Google Classroom. Students have a login for office 365 and help guides are available on the college website.

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2. Remote Education offer for 16-19 classroom-based learning

For any young person on a study programme where the majority of learning is in the classroom or workshop delivered in college. The proportion of remote or blended learning will vary across the provision.

Delivery arrangements

The following arrangements apply to all aspects of a student's programme of study including English, maths and tutorial.

(a) During self-isolation.

The College will:

- Record the fact the student is self-isolating on registers
- Ensure that the student receives an appropriate level of work to do while they are unable to attend College. This may include work to complete at home, joining in blended learning sessions online or a combination.
- Lecturers will offer to support the student by email, Microsoft Teams or telephone and will judge the best way to support the student.

Should a student have to self-isolate **the student will:**

- Notify the college of the fact they are self-isolating and return to college when safe to do so
- Ensure that The College has accurate contact details
- Complete work set and communicate with lecturers as long as they remain fit and well
- Engage with calls, meetings and support offers for all aspects of their study programme

(b) During strict local restrictions or a national lockdown where face to face delivery is impossible, **the College will:**

- Offer an online timetable which follows the timetable experienced in college where possible.
- Supply all students with work that is appropriate for their programme of study
- Lecturers will offer to support in the normal way through online methods

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In this scenario we would expect students to:

- Engage with their online lessons and try to maintain full attendance
- Notify the college when they are unable to attend
- Attend classes for maths, English and tutorial where appropriate
- Engage with calls, meetings and support offers for all aspects of their study programme
- Complete assessed work in line with lecturers' instructions and the rules set out by their awarding organisation and meet deadlines

3. Remote Education for apprentices

The college will undertake to support apprentices in all elements of their study. This includes supporting those who are on furlough from their employer.

(a) Self isolation

The College will:

- Record the fact the student is self-isolating on registers
- Ensure that the student receives an appropriate level of work to do while they are unable to attend College. This may include work to complete at home, joining in blended learning sessions online or a combination.
- Lecturers will offer to support the student by email, Microsoft Teams or telephone and will judge the best way to support the student.

Should an apprentice have to self-isolate **the apprentice will:**

- Notify the college through their assessor and employer of the fact they are self-isolating and return to college and work when safe to do so
- Complete work set and communicate with both college and their employer as long as they remain fit and well
- Engage with any planned activities that can be delivered online as planned, including English, maths and ICT.

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(b) During strict local restrictions or a national lockdown where face to face delivery is impossible, **the College will:**

- Offer an online timetable which follows the timetable experienced in college where possible.
- Supply all students with work that is appropriate for their programme of study
- Assessors and lecturers will offer to support in the normal way through online methods

In this scenario we would expect students to:

- Engage with their online lessons and try to maintain full attendance
- Notify the college when they are unable to attend
- Attend classes for maths, English and tutorial where appropriate
- Engage with calls, meetings and support offers for all aspects of their apprenticeship
- Complete assessed work in line with assessor/lecturers' instructions and the rules set out by their awarding organisation and meet deadlines

4. Remote Education for adult learning

The following arrangements apply to all adult FE and HE programmes.

The Bath College adult provision offers a diverse range of programmes. In some instances, these programmes are suitable for online or remote delivery and in other instances it will be more appropriate to delay or adapt a programme in order to meet the needs of the qualification, delivery and students' needs.

Should a student have to self-isolate they can expect that **the college will:**

- Record the fact the student is self-isolating on registers
- Agree a best course of action with the student depending on the length of their course and subject content

Should a student have to self-isolate **the student will:**

- Notify the college of the fact they are self-isolating and return to college when safe to do so
- Complete work set and communicate with lectures as long as they remain fit and well

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During strict local restrictions or a national lockdown where face to face delivery is impossible, **the College will:**

- Agree a course of action that is most appropriate for the course being studied
- Where learning continues online the college will supply all students with appropriate work and support
- Lecturers will offer to support in the normal way through online methods

Should a local restriction make classroom or workshop delivery impossible **the student will:**

- Communicate with the college though email, Microsoft Teams or phone calls
- Engage with their online timetable
- Notify the college should they be unable to attend an online class
- Complete any work set to the best of their ability

5. **Support for students with SEND during strict local restrictions or a national lockdown**

- Every student with SEND and/or an Education, Health and Care Plan will have an individual plan.
- If a young person is enrolled on a Level 1, 2 or 3 course or an apprenticeship and has an EHCP they will continue learning along with other students in the same classes.
- Facilitators and/or any specialist support workers will work with students and their teachers to make sure support is maintained. Facilitators will join online class to offer support where possible, in the same way as they attended College-based classes.
- Some students with SEND will still be able to attend classes in college. Teaching and staff and/or Link Tutors will contact to check if they are medically vulnerable and need to join classes online.
- Teachers in the Inclusion department will decide on the best method of continuing with lessons if they are disrupted by local or national restrictions. This will be communicated to students and parents/carers.

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- If students find it hard to use the computer, discussions will be had with the learners, their parents/carers, teachers and support staff to find workable solutions.
- In a lockdown situation, we will continue with our Safe Space provision which means that, if appropriate and safe to do so, students can come into College.

6. Support for students without sufficient digital access

The College is committed to supporting students to access online education. Wherever possible, given the resources the College has, and on a needs basis The College will support students by:

- Seeking to give access to laptops or tablets and, where necessary, Wi-Fi dongles arranged through contact with their lecturer and the ICT Support Team. It is likely that devices will be issued via the City Centre Campus library
- Offer support to students with IT issues through the helpdesk

7. Arrangements for all students and apprentices studying courses that require specialist equipment or facilities

The College's provision includes many courses that involve the use of specialist equipment including construction skills, motor vehicle, music and music technology, art and design and several others.

In the event a student has to self-isolate the college will undertake to give them opportunity to access these facilities to practice skills and to catch up on assessment when they return to College. Due to the nature of these facilities this may be outside timetabled hours and will be by agreement of lecturers and students.

In the event that local restrictions make access to facilities impossible the college will endeavour to alter sequencing of delivery to prioritise content that can be taught online to be covered for that period. The college will prioritise safe access to facilities based on the needs of the students and requirements for assessments.

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8. Assessment Arrangements

Arrangements for assessments will vary depending on the awarding organisation and advice given to the College.

The College will ensure that students can be confident that:

- Those with responsibility for assessment are capable of confirming that a student's assessed work is the original work of that student only, particularly in cases where the assessment is conducted through remote methods.
- The method of assessment is in line with the quality assurance guidance issued by the Awarding Organisation or University Partner

The College will also ensure that students have:

- Timely information on the ways in which their achievements will be judged, and the relative weighting of units, modules or elements of the programme in respect of assessment overall.
- Timely formative assessment on their academic performance to provide a basis for individual constructive feedback and guidance, and to illustrate the awarding institution's expectations for summative assessment.

Although this document sets out our commitments as an institution, we work with many Awarding Organisations and partners. We will communicate with students about the advice we are given by them and will endeavour to make the best decisions in the interests of learners.

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