



WBTC Remote Learning

We will be delivering remote learning at different times of the academic year dependant upon government guidelines at the time. Please see below for details of how we will deliver learning remotely and our commitment to maintaining the quality of your learning experience and our expectations of students.

We will:

- Teach planned and well sequenced remote education and training programmes to give students the best chance to build their knowledge and skills.
- Use a range of platforms and technology such as Google Meet, Zoom, live streamed lessons with teacher interaction, recorded lessons, workbooks and direct support through email, post and phone.
- Have systems in place to check attendance and put systems in place for persistent non-attendance or lack of engagement with remote education.
- Undertake regular scheduled assessments to manage and track progress
- Regularly communicate with you through our Student, Parent, Carer Updates and Employer Updates.
- Ensure learners who are considered vulnerable or have special educational needs are provided with relevant and accessible topics and activities and are supported in their learning.
- Our Managing Director, Matt Garvey has overarching responsibility for the quality and delivery of remote education

We Expect You:

- To maintain high attendance
- To fully participate in all lessons and work
- To keep channels of communication open with your training consultants and assessors
- To abide by the student code of conduct and remote learner guidelines (see below)

Support and Guidance

- We will provide guidance and resources to assist all students in getting online
- Where possible we will assist learners in being able to access devices and the internet to be able to participate in online learning (contact matt@wbtc-uk.com if you need assistance)
- We will continue to ensure our safeguarding guidelines are implemented and that staff and learners receive support should a learner be considered vulnerable or at risk (contact matt@wbtc-uk.com)
- We will continue to provide a full welfare and pastoral support service (contact matt@wbtc-uk.com)

Remote Learner Guidelines

- The Learner is responsible for joining the remote sessions online and should inform the session Facilitator if they aren't able to join on time. This should be done at least one hour prior to start of the training session to the session Facilitator's WBTC email address.
- When attending a remote session, the learner should aim to position themselves in an environment with as few distractions as possible.
- There must not be any inappropriate or offensive behaviour, including foul and abusive language in verbal, gesture or written form.
- The learner must be dressed appropriately.
- Learners should follow the Facilitator's instructions and communicate if the instructions can't be followed.
- All Learners of the remote session should treat each other with respect.
- All learners to have their cameras and microphones turned on for every session, unless advised otherwise by the session Facilitator.
- All Learners to engage and contribute throughout each session.
- When training commences, the session Facilitator will announce that they have started recording the session. If you have any issues with your recording being shared amongst fellow learners, then you should bring it up immediately.