



## **Delivering Apprenticeships Remotely**

The Health, Safety and Welfare of all persons associated with Professional Apprenticeships Ltd is paramount to us and in light of the current global climate we find ourselves in we are pleased to be able to offer remote delivery for all our Apprenticeships. We are committed to providing our high-quality apprenticeship training through a number of remote methods and the overall apprenticeship experience you will receive will be from our supportive and empathetic trainers.

We understand some Apprentices will be working from home which may bring challenges or be different from a normal routine so our trainers can be flexible in their delivery methods to accommodate all Apprentices needs. We expect all Apprentices to support our Trainers with providing up to date contact details should they have recently changed and also checking home internet settings to enable the functionalities to work successfully.

### **How will we achieve this?**

- All Apprentices will be notified in advance of the intention to deliver any element of training or carry out assessments remotely (e.g. Zoom/Teams/Skype or similar functionality) and clear explanations provided to the Apprentice as to how this remote delivery/assessment will be facilitated and carried out
- All Apprentices will be informed that they may be recorded for the purposes of obtaining assessment evidence and/or internal/external quality assurance activity
- If an Apprentice requires any equipment for the purposes of learning practical skills and/or undertaking assessment, Professional Apprenticeships will ensure that they have this in place prior to the relevant delivery dates
- Professional Apprenticeships will ensure that all Apprentice needs are assessed prior to course delivery to ensure that the remote methods used will not disadvantage any Apprentice
- Professional Apprenticeships will complete a Reasonable Adjustment Form for any Apprentice that meets the definition of disability and who requires any adjustment to course delivery or Assessments
- Professional Apprenticeships will ensure that all Trainers/Assessors/IQAs are fully aware of what training and/or Learner assessment will be taking place remotely and how this should be carried out in line with all applicable requirements
- Professional Apprenticeships will ensure that all necessary equipment is available to facilitate remote connectivity on site and that any cameras are set up appropriately in the classroom environment to enable Apprentices to fully view all aspects of training delivery

- Professional Apprenticeships will ensure that all Trainers/Assessors present accepted forms of identification clearly to camera prior to training delivery taking place to verify their identity to Learners and External Quality Assurers
- Professional Apprenticeships will ensure that all Apprentices present accepted forms of photographic identification clearly to camera prior to remote assessment being undertaken and Apprentices will be made aware that further checks may be made to ensure the identification presented is genuine
- Professional Apprenticeships will ensure that all Trainers/Assessors/Internal Quality Assurers take all necessary steps to ensure the security of all assessment materials and the Learner assessment process at all times. This includes taking all necessary steps to minimise the possibility of Apprentice malpractice occurring in the form of plagiarism, cheating or collusion
- Training delivery and Learner assessments that are carried out remotely are recorded and the recordings stored appropriately in line with the requirements of GDPR. Professional Apprenticeships is fully aware that these recordings may be used for both internal and external quality assurance purposes (including possible review by the qualification regulators)
- Professional Apprenticeships will ensure that all assessments carried out remotely are invigilated (when required) appropriately and that the Invigilator is able to view the Apprentice clearly and continuously throughout the assessment process to minimise the possibility of malpractice.



Carina Bunn  
Company Director