KETTERING TRAINING
SERVICES

Remote Learning Policy

Overview

Kettering Training Services will use audio-visual facilities to stream classes live to students as part of our normal programme and for students unable to attend due to circumstances relating to the pandemic. KTS will adapt an approach of blended learning making use of online learning platforms. We will continue to make learning interesting and safe. We will be taking every possible measure to ensure effective access to learning and continue to give flexible support to the companies we work with to ensure training remains in place. Kettering Training Services has a duty of care to deliver the best quality education we can reasonably deliver under the current pandemic conditions and believes that an online audio-visual communication tool for learning is necessary to deliver high-quality lessons. However, in offering such provision we take very seriously the need to maintain the highest standards of safeguarding and risk management.

Other resources

Learning material will be made available using online platforms including Microsoft Education 365 and OneFile. These materials will support the remote learning which is taking place enabling all learners to access the resources/material.

1. Learning material is accessible, inclusive, relevant, and current.
2. Learning materials relate to the intended learning outcomes of the course/unit and to the needs of distance learners and this is clearly signposted to learners.
3. Learning materials are of a high standard, presented in a structured and easily navigable manner and encourage learner engagement.
4. Learning materials adhere to copyright restrictions.
5. Complex ideas are presented in multiple supporting formats and a multi-media approach is adopted which engages learners and supports different approaches to learning.
6. Activities promote enquiry, collaboration, enterprise, and contextualisation.
7. Activities prompt critical reflection, review, and consolidate learning contributing to learner's wider skills development.
8. Activities create opportunities for learners to link theory and practice.
9. Further relevant reading and development opportunities are signposted.
10. All remote sessions will be available for observation at any time, by KTS Senior staff or Ofsted. Management will conduct learning walks, similar to that of a physical classroom.

Providing Feedback

Feedback on assessments should be in line with KTS policy although the distance nature of the learners means that they can benefit from feedback by multiple means through detailed and direct feedback on work, together with generic feedback to the cohort. Feedback will be given both verbally and written using remote channels such as Teams, Onefile and Education 365.

Contacting KTS

If you as a learner, parent or employer would like to talk to us about how we can best support you can contact us by telephone or email. You can contact us on 01536 535900 or kts@kettering.gov.uk

Safeguarding

We continue to maintain safeguarding of learners throughout remote delivery, please refer to the safeguarding policy.

Online safety/Health and safety

It is extremely important that professional boundaries do not slip during this exceptional period and protocols for online working are followed.

- With such different arrangements in place, young people could be at greater risk of online abuse.
- We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Young people will be using the internet more during this period. Kettering Training Services use online approaches to deliver training and/or support.

KTS continues to ensure appropriate filters and monitors are in place. Kettering Training Services will conduct spot monitoring and learning walks of lessons to check compliance.

Staff will take appropriate steps to ensure their devices remain secure, computers should be locked when inactive.

Discussions are held to ensure learners fully understand the severity of the virus impact and methods considered on how to remain safe.

Attendance/absences

Study Programme: When taking part in remote learning, Study programme students have live lessons which follow the full, standard face-to-face timetable. Lessons times and break lengths may be altered to allow sufficient 'screen breaks' support students concentration, and physical health.

Attendance is recorded through a register at the beginning of each session. Illness or computer issues preventing online attendance should be reported by contacting KTS by phone or email and authorised by parents. All non-attendance and lateness is recorded, investigated and necessary actions taken in line with the current attendance guidelines in the behaviour policy.

Apprenticeships: Apprentices have sessions which follow the individual learning plan, these will be a mix of 1:1 sessions and group delivery sessions. They have been moved to remote delivery using Teams and Zoom where possible. Communication will be maintained throughout with both apprentices and employers on progress and through reviews.

Attendance is recorded and monitored, all non-attendance and lateness is recorded, investigated and necessary actions taken in line with the current attendance guidelines.

Data Protection

All staff use KTS learning and/or Kettering Borough Council email accounts and connect using Kettering Borough Council network using KBC equipment only. All data collection will be complaint with GDPR.