City of Bristol College Remote Education Offer

Scope

This document outlines the City of Bristol College remote education offer.

This document has been published so that students (and parents of students aged 19 and below) know what to expect of City of Bristol College if they need to self-isolate or local restrictions require them to remain at home.

The College covers a wide range of practical subjects and as a result the offer that is in place for each will vary to best support students to develop and practice skills and knowledge.

Contents of this document

1.   Online systems

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

3.   Assessment Arrangements

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

5.   Remote Education for apprentices

6.   Remote Education for adult learning

7.   Support for students without devices, connectivity or a suitable environment for learning

8.   Support for students with SEND

1. Online systems

The college maintains Microsoft Office 365, Moodle and primary delivery systems, these are the systems that will be used for delivery and assessment of virtual learning. Students have a login for office 365 and help guides are available on the college website.

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

City of Bristol College recognises that a significant number of courses require access to specialist equipment and facilities.

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. 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.

3. Assessment Arrangements

Arrangements for assessments will vary depending on the awarding organisation or Higher Education Institution that a student is studying with.

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:

- 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.

4. 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 or with a partner.

Delivery arrangements

The following arrangements apply to all aspects of a students programme of study including English, maths and tutorial

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

- Record the fact the student is self-isolating on registers

- Supply the student with work that is appropriate for the time they are unable to attend college

- Lecturers will offer to support the student by email, Microsoft Teams or telephone commensurate with their needs

- Where possible and appropriate offer recorded or live online content in line with their timetable

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

Should a local restriction make classroom or workshop delivery impossible students can expect that **the college will:**

- Offer an online timetable which as much as practicable follows the timetable experienced in college

- 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

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

- Engage with their online timetable as they would their normal pattern of attendance

- Notify they college should they be unable to attend an online class

- 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 the rules set out by their awarding organisation and meet deadlines

5. Remote Education for apprentices

The following arrangements apply to all 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.

Should an apprentice have to self-isolate they can expect that **the college will:**

- Record the fact the student is self-isolating and liaise with employers

- Continue to visit the student virtually

- Set work that can be undertaking during their period of self-isolation

- Where possible and appropriate offer to deliver pre planned sessions for English, maths and ICT online

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

- Notify the college though 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.

Should a local restriction make delivery of some or all elements of the apprenticeship impossible **students can expect that the college will:**

- Offer online activities as they were planned as far as practicable

- Supply all apprentices with work that is appropriate and planned

- Lecturers and assessors will offer to support in the normal way through online methods

Should a local restriction make delivery of some or all elements of the apprenticeship impossible **the apprentice will:**

- Engage with their normal planned activities as far as practicable

- Notify their assessor or lecturer if they are unable to attend

- Attend planned activities for maths, English and ICT where appropriate

- Engage with calls, meetings and support offers from their assessor

- Complete assessed work in line with the rules set out by their awarding organisation

6. Remote Education for adult learning

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

City of Bristol College offers a diverse range of programmes for adults. 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 to meet the needs of the student.

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

Should a local restriction make classroom or workshop delivery impossible students can expect that the college will:

- Agree a course of action with all students in the cohort that reflects what is most appropriate for the course 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 they college should they be unable to attend an online class

- Attend classes for maths, English and tutorial where appropriate

- Complete assessed work in line with the rules set out by their awarding organisation

7. Support for students without devices, connectivity or a suitable environment for learning

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

- Continuing to keep study centres open as long as it safe to do so

- Supporting students with access to laptops and, where necessary, Wi-Fi dongles arranged through contact with their lecturer

- Offer support to students with IT issues through the helpdesk

- Consider the best most appropriate medium to continue to engage students in education, including offering alternative methods of contact such as phone calls or postal correspondence

8. Support for students with SEND

Every student with SEND and/or an Education, Health and Care Plan will have an individual support plan.

If you are enrolled on a Level 1, 2 or 3 course or an apprenticeship and have an EHCP you will join remote learning along with other students in the same classes as you. Support staff will work with you and your teachers to make sure you still get the support you need. Your support worker will join your online class to offer support, in the same way as they joined you in your class in college.

If you are D/deaf and have a communication support worker, he or she will join in your remote learning classes, to provide the sign language and other support you normally receive in college. They can also arrange to do follow up work with you if you need to go over things.

Some students with SEND will still be able to attend classes in college. Teaching and support staff will contact you to check if you are medically vulnerable and need to join your classes online.

Your teachers and support staff will make sure you know how to join and take part in your online classes.

You will be issued with a timetable with links to your classes.

If you find it hard to use the computer we will send worksheets and tasks to you in the post, and your teacher will phone you to talk about the work you've been asked to do.

If you have any questions at all, please contact your college support team. Email us at: learningsupport@cityofbristol.ac.uk and we will ring you, text you or email you back. Tell us how you'd like us to contact you, and don't forget to give us a number to phone or text you on.

During this lockdown we will be setting up online lunch clubs and social groups for students as we did before. Please keep an eye on the website for details. Your key support staff will also be contacting you about opportunities to stay in touch with friends through our online social groups.

Although this document sets out our commitments as an institution we work with many Awarding Organisations and partners. In some instances, continued delivery will not be compatible with their guidelines. In these instances, we will follow the guidance set out to us by the Awarding Organisation or partner.