Online learning staff information and guidance – September 2020

Positioning statement

In light of the recent Covid virus we have had to quickly adapt to virtual sessions taking the place of what was our normal face to face mechanisms. With this in mind, Asset has engaged with MICT to ensure all systems are fully updated, cyber security is current and effective and our broadband has been fully updated by BT to ensure high speed. We are also moving through the process of updating and maximising the potential of equipment held by all staff.

Key considerations and protocols for staff

Curriculum

1. All qualifications have a fully implemented curriculum and as such all delivery and assessment that occurs must be related to the curriculum.
2. Delivery staff must be able to show that their plans relate to the curriculum and that the decisions they make to teach what, and when is properly planned and considered.
3. All delivery staff must ensure all learners have access to VideoTile to ensure learners can access the online learning modules blended within each curriculum. Staff should request access for any new learner by emailing Lisa Tyrer with the learner’s qualification and their preferred email address.
4. Training sessions within the curriculum can be done on a one to one basis or in a group session.
5. If delivery staff intend to complete a session in a group then they must ensure they create a dynamic learning environment where all learners have the chance to discuss, ask questions and input into the session. Even on a one to one basis, opportunity for the learner to be involved must be given as much as possible.
6. You must record on the OneFile timesheet the learner’s attendance at any online teaching, learning or assessment session.
7. Ensure you include any online learning and virtual sessions in reviews with learners
8. All learners must make planned progress regardless of how they receive their teaching, learning and assessment.

Security

1. Staff must use this document in line with the company IT policy
2. You should make consistent reminders to learners about how to stay safe online
3. You should share with all learners, Assets online learning protocols for learners
4. Do not have private chat option on any online teaching platform for learners to use
5. Remind learners they cannot take pictures or recordings of the session

Considerations

1. Staff should ask their direct line manager for any training/CPD they require immediately, in relation to online delivery
2. Staff are responsible for ensuring their equipment is working, you must ensure you book time in with your manager to get anything fixed that you need to be able to provide high quality teaching, learning and IAG.
3. Even though the sessions are virtual you may still be asked to get involved with a safeguarding, equality and diversity or health and safety concern, safeguarding concerns may include things like harmful online content a learner has experienced – make sure you prepared for this and know what you need to do.
4. Not all learners will be able to access a particular site, make sure you plan which platform you are going to need to use for each of your learners.
5. Try and make the lesson plans as interactive as possible in order to keep the attention of your learners so their attention does not drift. Be flexible with class length and topics.
6. OTLAs will be carried out as usual and as such we will expect to see high quality teaching, learning and guidance being given.
7. Make sure your environment is conducive to teaching and learning.
8. Make sure you give all of your attention to the session have your emails and phone switched off whilst delivering.
9. Be prepared for the session, have documents open on your equipment before the session starts so it’s easy to share them when you need to.
10. Virtual sessions will always have a place now with what we do, but they do not replace face to face meetings or employer visits when required.