

# Coronavirus FAQs for employers

Aspiration Training is closely monitoring the ongoing outbreak of coronavirus (COVID-19), and we continue to proactively follow healthcare advice from the World Health Organisation (WHO) and government Health Authorities. We have a robust Business Continuity Plan (BCP) in place to ensure we maintain our ongoing service levels to our customers through this outbreak. An active internal review group is meeting daily to monitor and assess the situation, and we are ready to implement additional measures should the need arise. Aspiration Training fully embrace flexible and remote working and are set up to deliver teaching and learning to our apprentices through Smart Sessions and other online systems to ensure that they can continue with their apprenticeship.

## **What precautions are Aspiration Training taking to ensure employees and learners are safeguarded as much as possible?**

We are taking necessary precautions to safeguard Aspiration Training employees and have implemented some initial policies in the short-term to mitigate any potential issues arising from coronavirus. These include:

- Encouraging our employees to reduce travel and face-to-face meetings where a virtual meeting is appropriate.
- Following national governmental advice on work-related travel to affected areas.
- Ensuring Staff wherever possible have remote devices with them in the event of an office shut down.
- Reviewing our BCP against all likely impacts arising specifically from a coronavirus-related closure.

We will maintain a page on our website with the latest information and will notify you via email should any significant developments occur.

## **What measures will we put in place to ensure the learners are able to continue their apprenticeship/qualification, if Vocational Coaches (VC's) are not permitted to travel/see learners in their settings?**

We are fortunate that as a business we are digitally focussed and resourced, therefore we will still be able to support learners in progressing with their qualification remotely, which we already utilise. Our VC's will be in touch with learners to arrange remote teaching sessions and to support them with work on their apprenticeship during this time.



## **What measures will be put in place if a learners place of work needs to close?**

We will still be able to work with and support our learners should this be the case, provided that they have access to equipment to enable this. It may also be possible that we can loan learners IT equipment if required. Please speak with your VC and let them know whether you are having to close your setting and we can support in putting in place a remote learning plan for each apprentice.

## **Will funding be affected if VC's do not see learners every 6 weeks, which is stipulated in the funding regulations?**

As we will be able to continue supporting learners remotely there will be no impact to funding.

## **How will we obtain Managers signatures/comments and ensure that they sign off the learner's reviews?**

Our learner system, Smart Assessor has a function that enables online signatures and comments to be completed on learner records. This can all be done remotely by Managers.

## **How will learner observations be carried out?**

Some observations, with the required permissions being granted, can take place by utilising online systems/webcams.

## **Will the learners need to be put on a Break In Learning (BIL)?**

We do not anticipate this as long as learners continue to learn and have contact with their Vocational Coach which can be conducted remotely.

## **How will this affect the learners End Point Assessment? (If applicable)**

We are currently reviewing options in relation to this and are speaking with our Awarding Bodies. We will communicate this once we have been able to confirm this.

## **How will learners be supported with their Functional Skill or Additional Learning Support needs in England?**

Our Skills Coaches are well placed to offer remote teaching support sessions using Smart Assessor or Zoom video calls. Where examinations are due to be sat we will make arrangements with you directly and where possible keep examinations going. Due to the requirements for supervised invigilation of exams it may be necessary for exams to be re-booked in the event that travel or access restrictions apply, although we will review the situation with you on a case-by-case basis and take all necessary precautions when visiting employer sites.

## How will classroom Traineeship learners be supported?

In the event that schools are advised to close we will adopt similar measures to our classroom delivery in Birmingham.

Where learners are able to continue accessing technology and wi-fi we will continue with virtual learning group sessions and 121's where possible.

## What should I do if I have current training requirements?

Our business development team will work closely with you to discuss your current needs and options around our enrolment processes. Where feasible we may be able to offer a digital solution, minimising any detrimental impact with staff development or recruitment needs.

Please be assured that we are here to help in any capacity we can. Please don't hesitate to contact us should you require extended support; need to change visits; or would like any additional information. You can either talk to your primary Aspiration Training contact or get in touch via our email address:

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