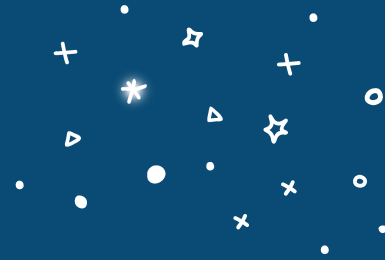


# COVID-19 - current ways of working



- Face-to-face visits can be completed if learner, employer and team member are comfortable and a risk assessment is in place. However, only for activities that cannot be completed remotely e.g. observations, exams or if a learner is struggling to cope with remote delivery.
- Exams will be completed remotely or invigilated by employers in line with awarding body guidelines where ever possible but exams can be done on employer premises or in our offices with risk assessment.
- Majority of meetings and teaching sessions will be completed remotely.
- Face-to-face sales activity is discouraged but can be completed if team member and employer agree.
- If face-to-face visits are required a risk assessment must be completed, signed off by the line manager and visit plan produced. Some risk assessments will include the requirement to wear PPE.
- Limited face to face internal meetings can go ahead, but with no more than six people attending and as long as a risk assessment is in place.
- No face-to-face social events can be held indoors, although events can be held outdoors in line with local guidance, this would be in groups of no more than six people.
- Offices can be used with social distancing measures, but we encourage everyone to work from home if they can. Face coverings must be worn in common areas inside the building before reaching the Aspiration Training areas.

When using the offices, you must book in advance, stick to your allocated desk or room and clean down all surfaces in your work area at the start and end of your day.

- Classroom delivery will continue with social distancing and a risk assessments in place.