

# Remote Education Provision

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*These guiding principles are intended to provide transparency to learners, parents, or carers about what to expect from remote learning at Burton and South Derbyshire College as a consequence of the pandemic. Throughout this period, the College will of course periodically review these principles following stakeholder feedback and alongside national guidance.*

## Remote education provision: information for learners, parents and carers

This information is intended to provide clarity and transparency to learners and where applicable parents or carers about what to expect from remote education where national or local restrictions require entire cohorts to remain at home.

The College is committed to delivering and maintaining a high-quality learning experience which is engaging, exciting and challenging, resulting in ambitious, capable individuals who are committed to lifelong learning.

### Remote education, what will be taught?

Learners should access their planned learning content and links to their live lessons through the College's virtual learning environment, Canvas. When accessing Canvas, it is always important that learners check the notifications for important updates from the College and their course tutors.

As within our onsite provision, we expect all learners to fully participate in all timetabled sessions, including and where applicable, maths and English programmes, 'BE' tutorials and one-to-one reviews to ensure there are no gaps in skills, knowledge and understanding.

Attendance expectations alongside its recording and monitoring will remain as if learners were physically on campus and therefore, absences or late reporting procedures will remain unchanged.

For those on Young People Education programmes (16-19), this should be done by contacting their Progress Coach in the normal way to report any absences or lateness.

For those undertaking adult or higher education programmes then this should be done by notifying the Course Leader either by emailing directly or messaging our curriculum enquiries email addresses which can be found on the [Student Life section](#) of the College's website.

During the national lockdown the College has opted to deliver all of its sessions where practically possible face to face, albeit digitally. However, the College also recognises there are educational scenarios where live streamed sessions and delivery may be limited, particularly those within vocational subjects that have a significant amount of practical skills development. Therefore, as these skills can only be delivered face to face then these sessions will be prioritised for onsite delivery once it is safe to return to campus.

### How will remote sessions be structured?

Sessions will start with tutors taking registers and checking in with learners in person, which is an essential means of supporting learners' progress and wellbeing during these unprecedented times.

Tutors will always introduce the lesson outlining the session expectations and learning aims. The introduction will often be used as an opportunity to recap and consolidate prior learning topics and is a good opportunity for tutors and learners to ask questions.

It is also important for learners to have time away from screens to break up learning activities into manageable chunks. Therefore, tutors may decide to set a series of independent or group learning tasks as this forms an integral part of the learning experience and the learning journey. However, throughout all timetabled sessions, including when learners are working on independent or group tasks set by the tutor, the tutor will remain within the virtual classroom and will be available for the entirety of the session to provide support and guidance as and when required. We also encourage learners to do the same wherever possible so tutors can support learners, check knowledge, understanding and progress when completing activities.

Sessions will always culminate with the tutor consolidating the learning activities and recapping over the key learning points, which in most cases is likely to include some formative assessment to check learner's knowledge and understanding.

## How can learners communicate with their tutors during live sessions?

Throughout live learning sessions tutors can be communicated to via the following methods:



**Raise their virtual hand** This will notify the tutor they have a question or wish to contribute towards a discussion or learning activity. This function also avoids individuals talking over one another during sessions.



**Free type into the session's comments box.** This is often used to answer and raise questions by both the learners and the tutor. The tutor may also use the chat function to provide instructions to learners and provide feedback on tasks and learning activities.



**Learners will be able to talk directly with tutors** During the sessions and where possible, we strongly encourage learners to actively participate in their learning. Tutors may at points mute individuals' or the group's microphones to minimise background noise and minimise interruptions when delivering.

For those individuals with hearing impairments or that are in an environment where they are unable to use sound will be supported by automated subtitled text, so all learners are able to fully participate. We have also produced a simple guide for learners on netiquette whilst participating in online sessions and these can be found in every learner's course Canvas page.

## Learners with Educational Health Care Plans

During periods when local and national lockdown restrictions apply, the College will remain open to those individuals identified as being vulnerable or who have Educational Health Care Plans (EHCP) in place. These individuals and where applicable their respective parents and carers will be contacted by one of our team members to outline the provision and support available to them.

## Will I still receive my additional learning support (ALS)?

Additional learning support will continue to be delivered to identified eligible learners during periods of local and national lockdowns, including one-to-ones and support within live streamed learning sessions.

## How do I contact the College if I have a particular question regarding my studies?

Should a learner, or where applicable their parent or carer, have a specific question about their studies then this can be done by emailing our dedicated curriculum enquiry email addresses, where we aim to provide timely responses to questions and queries raised. This contact information can be found on the College's website under the [student life section](#).

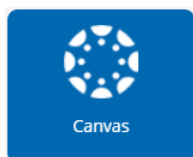
## How much tuition will I receive?

The table below of allocated hours is an indicative example of what an individual learner will be expected to undertake with their tutors. Due to the significant variances within the provision which the College delivers, there are likely to be specific subject variations.

Alongside tutor delivered sessions, learners will also be expected to spend a proportion of time undertaking independent learning or working towards assessment activities and these are not included in the below table.

| Programme Type                     | Delivery Model            | Approximated Study Hours  |
|------------------------------------|---------------------------|---|
| Young Peoples Education Programmes | Virtual<br>Full timetable | 12-15 hours<br>(Including) Maths & English<br>(Including) BE Tutorial Programme |
| Adult Education Programmes         | Virtual<br>Full timetable | Dependant on programme  |
| Higher Education Programmes        | Virtual<br>Full timetable | Dependant on programme  |
| Apprenticeship Programmes          | Virtual<br>Day Release    | Dependant on programme<br>Virtual visits only                                   |

## How will learners access their online remote education?



### [Canvas Virtual Learning Platform](#) – [Link \(Click\)](#)

This can be accessed by all BSDC learners from the College's website or by clicking on the above link using the learner's individual log-on credentials. This will give learners access to the College's virtual learning environment where learners will be able to access all of their course specific learning activities and information, including key updates and messages from the College. Learners will also access all of their live virtual sessions through Canvas.



### [Microsoft Office Application](#) – [Link \(Click\)](#)

This can be accessed by all BSDC learners from the College's website or by clicking on the above link using the learner's individual log-on credentials. This will give learners web access to the suite of Microsoft office 365 applications including Word, Excel, PowerPoint and Outlook for College email etc. to support learners with their studies.



### [BSDC's Virtual Library](#) – [Link \(Click\)](#)

This can be accessed by all BSDC learners from the College's website or by clicking on the above link using the learner's individual log-on credentials. This will give learners access to our e-book library resources including educational journals and publications.



### [Virtual Desktop](#) – [Link \(Click\)](#)

This can be accessed by all BSDC learners from the College's website or by clicking on the above link using the learner's individual log-on credentials. The VDI can be used on most modern devices (Windows, IOS & Android) with a suitable internet connection and display. As the desktop is virtual, it does not run directly on the endpoint machine, and therefore does not require any specific hardware or software other than the web browser. The virtual desktop will give learners access to all of their specific software applications required for their studies and access to all of their saved documents.

*(All of the above applications are downloadable free of charge for BSDC learners from app stores whilst they are enrolled)*

## What do I do if I do not have digital or online access at home?

We recognise that some individuals may not have suitable devices, access to high-speed internet or an appropriate place to study during these times. If this is the case, then we will be able to support you through one or more of the following options and we urge you to contact us on [isenquiries@bsdc.ac.uk](mailto:isenquiries@bsdc.ac.uk) or by contacting your Progress Coach for further assistance.

- Issuing a suitable laptop or tablet computer (eligibility criteria may apply)
- Long term device loan from the College
- Issuing 4G internet data packages (eligibility criteria may apply)
- Reserving a supervised safe place to work within the College's Learning Resource Centre (LRC).

## What will happen to my formal assessments and examinations?

### Units or qualifications with non-practical content

For those learners undertaking non-practical units, modules, or qualifications will still be able to complete their assessment work, albeit remotely and unless notified otherwise learners should continue to submit assessment work in accordance with their published schedule.

### Units or qualifications with practical / vocational content

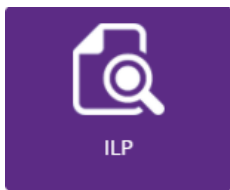
It will not be possible for learners to undertake units, modules, or qualifications with practical vocational elements during periods where national or local lockdown restrictions apply, therefore these will be prioritised once it is safe to return to campus.

In some instances, tutors may decide to re-arrange assessment schedules and learning activities which are better suited to remote education, in those instances, learners will be notified by their course tutors in advance.

### External postponed or cancelled examinations or assessments

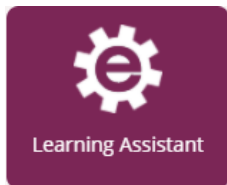
Where examinations or assessment activities have been postponed or cancelled, whether due to local or national decisions, the College will outline to learners, once known the mitigation which regulatory bodies and awarding organisations will be taking to ensure individuals will not be disadvantaged. It is, therefore, vital that all learners continue to participate in all aspects of their education to ensure they are well prepared for their next steps.

## How can I check progress of my assessed work?



Pro-Monitor - [Link \(Click\)](#)

Where learners have undertaken formal assessments, units or modular examinations as part of their studies, these results can be found within learner's individualised Pro-monitor records. We of course, aim to update these records regularly in line with our marking and feedback policy.



Learning Assistant – [Link \(Click\)](#)

For those individuals undertaking Apprenticeship Programmes with the College, their progress will continue to be tracked through our Learning Assistant software. Alternatively, apprentices (or where applicable their parents, carers or employers) can contact their respective Assessor/Tutor who will be able to provide more detailed information on progress to date.