

Remote/distance learning offer January 2021

SSG Training will be offering a distance learning (DL) service in which we aim to provide our candidates with the ability to work remotely using both synchronous (in real-time) or asynchronous (with a time delay) tutor interactions. Candidates will be expected to submit work via one of SSG's approved DL Tools.

At SSG Education & Training we have developed and implemented a principle of learning designed to support all of our candidates throughout all stages/types of course by accessing and applying the *SSG 4-Dimensional Learning* principle.

Candidates will continue to access learning in line SSG's 4D learning principles:

Focus Area 1: - Careers & Progression

Focus Area 2: - Core Skills

Focus Area 3: - Learning & Qualifications

Focus Area 4: - Personal Key Performance Indicators

Tutor communication/ interactions

How will learning take place?

Tutors will provide candidates with knowledge, guidance and support through a blended approach of live remote lessons, 1-1 reviews via video or phone call, and hard-copy workbooks and packs.

There are three reasons in which SSG will communicate with candidates during distance learning courses:

1. Task setting/Live lessons
2. Completing individual progress reviews
3. Offering information advice and guidance

** please see table below for further guidance and examples

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When will a tutor make contact?	When can a candidate communicate with a tutor?
<p><i>Tutors will make contact during your normal course timetabled hours for the following reasons</i></p> <p>1. Task setting/ Live lessons</p> <p>Live remote teaching will be available via <i>Google classroom</i>. A timetable of live remote lessons and alternative modes of learning will be made available to all candidates. Tutors will use this time to</p> <ul style="list-style-type: none"> - Reset any outstanding learning from the previous task sheet - Identify the new topic/unit - Identify the aims/outcomes - Explain the tasks, the content and expectations <p>2. Completing reviews</p> <p>Tutors will complete reviews in line with the course schedule. Reviews will be completed on a 1-1 basis and will cover the following key areas:</p> <ul style="list-style-type: none"> - identifying any barriers to learning 	<p><i>Communication is always important however during remote learning you must communicate with your tutor regularly you can do so for the following reasons:</i></p> <p>1. Live lesson/Task engagement</p> <p>Candidates are encouraged to attend all live lessons and communicate to their tutor if they are unable to attend, it is important to engage in as many lessons as possible during lessons you can ask your tutor:</p> <ul style="list-style-type: none"> - any questions relating to outstanding learning - for guidance and support - to agree on new tasks and deadlines <p>It is important to make the most of our live lessons</p> <p>Read our <i>Tips for online learning (including SSG ground rules)</i> and our <i>how to stay safe online guidance</i> on our you said we did padlet. Click here for more information.</p> <p>2. Completing reviews</p> <p>Candidates are required to complete a personal development record during their time with SSG.</p> <p>Reviews will be completed in line with the course schedule. These will be conducted on a 1-1 basis, you can use this time to:</p>

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<ul style="list-style-type: none"> - Progress towards personal aims (KPI's) - Core skill development - Safeguarding & wellbeing - Health and safety - Prevent & British Values <p>3. IAG</p> <p>Tutors are on hand to offer support if required to all candidates using one of SSG's approved communication tools. Tutors work Monday – Friday 9-5 and will respond to candidates as soon as they can.</p>	<ul style="list-style-type: none"> - identifying any barriers to learning including access to ICT/ internet - Progress towards personal aims (KPI's) - development ore skill - discuss safeguarding & wellbeing concerns - Discuss health and safety concerns <p>3. IAG</p> <p>Candidates can also make contact with their tutor or our support staff at any time if they need to. This can be done using one of SSG's approved communication tools. Tutors work Monday – Friday 9-5 and will respond to candidates as soon as they can.</p>
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Who should/could attend the centre?

Tutors will be in touch with candidates who are required to attend the centre. As per DfE guidance, support for SEND candidates is provided on a bespoke basis to best meet the needs of the individual. Where it is judged safe to do so, we will continue to welcome SEND and other vulnerable candidates into our Centre. Tailored support is available to these candidates to ensure learning can continue in the best possible way.

We will be monitoring the engagement of each of our candidates and providing feedback on how they are engaging with the methods in place. Progress reviews will continue to be carried out as normal.

Please contact us on the details below if you need further information or have questions:

- **Email:** courses@ssgservices.co.uk
- **Head office:** 01234 340782

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