

What does the new lockdown mean for our apprentices and employers?

Last update: 18th January 2021

Following the Government announcement of a full national lockdown on 4th January 2021 at 8pm, Skills for Security will close temporarily but with immediate effect. We will continue to follow Government guidance and update you as and when further details are announced including when it may be possible to safely reopen.

Skills for Security are committed to helping and supporting our learners with online/remote learning to ensure learners remain on track with their apprenticeship. Staff will be in contact with learners to explain how they will continue to support them through remote learning.

We have implemented our continuity plan and decided to move all scheduled face to face training in January and in February to remote delivery. This may be extended into March depending on the Governments advice at the time. We will always try and prioritise apprentices that are due to complete their End Point Assessment, so they are not disadvantaged and will be in touch with these apprentices to arrange suitable dates of attendance once the lockdown is over.

As before apprentices should be encouraged to attend and participate in their online training activities, if you can please support us in this, it would be much appreciated. Apprentices can volunteer to continue to attend their learning even if on furlough, this will mean that their end date for completion is not affected by any break in their learning/employment. Learners should let their Training Officers know immediately if they do not have access to the internet at home.

If you have any questions regarding your apprentice's programme or training schedule, please do not hesitate to contact a member of the team or your dedicated Training Officer.

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The team will:

- Explain how they will communicate with you remotely during the temporary closure, for instance, using email, OneFile, Microsoft Teams, Goto Webinar or phone
- Tell you how to access your lessons and resources while you are not in centre
- Set work for each session/module you would attend if you were in centre
- Assess/mark your work and provide feedback and plans/actions
- Offer learner support
- Work with employers to keep them informed of learner progression and take any questions you may have

Learners should:

- Regularly check your email for communications from us
- Ensure you are aware of your training schedule attendance
- Make sure you can access Goto Webinar at home through a browser such as Chrome and/or download the App onto your mobile phone
- Check that you can log in to Onefile (if relevant) and access your qualification
- Access lesson materials and submit work through OneFile
- Complete distance learning work packs (if relevant)
- Make sure you submit work for assessment as required by your tutors and most importantly ask for help if you are struggling with your work

Finally, we are asking both learners and employers to continue to support and record the **mandatory** 20% off-the-job training.

We thank you for your patience, understanding and your ongoing support.

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Action Plan – Return to face to face:

We have a 4-phase plan to return to normality. We are currently in phase 1 where we are fully remote and will be reviewed upon government guidance.

Phase 1: Fully remote delivery of training

Phase 2: Over the course of March/April we will be making the practical workshop available to any apprentice that is due to complete the apprenticeship this year, so that they can prepare for their end point assessment (EPA). Theory preparation for EPA will still be delivered remotely. There will be opportunity for those due to complete Functional Skills to have some minimal face to face contact to be assessed. All other mainstream students (1st and 2nd year) will remain remote for the time being. Covid Risk Assessments and action plan have been created to allow a safe return for those that due EPA. PPE, social distancing, halved class sizes and staggered breaks are just some of the mitigating factors implemented.

Phase 3: For the remainder of 2021, we are planning to reopen our practical workshop to all learners, with theory lessons delivered remotely. This will see apprentices complete 3 days of training; 1 day practical in centre, 2 days remote and 1 ad hoc progress review during the week. This takes into account apprentices health, wellbeing and safety & the lack of available accommodation during these times. If anything changes between now and then we will keep you informed.

Phase 4: Full return to centre for all apprentices, with additional days available for those that require extra practical training due to the effects of Covid. This is anticipated early next year, but regular reviews and updates will be carried out.

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Covid Action Plan – Return to Work

I trust that this has been extremely difficult period for all and cannot thank you all enough for your continued support through these difficult times. Like the continuity planning, we want to be prepared and well placed to make informed and timely decisions. Therefore, I have created an action plan to get us back to work when it is safe to do so. The date is an estimate and will most likely change with Government advice & guidance.

In the current remote working scenario students are receiving excellent quality of education; feedback and survey results are supporting this statement. This should continue as much as reasonably possible, but we must ensure that we continue to adapt and find new ways to develop and improve to ensure students are achieving the full apprenticeship standard and can pass EPA.

Attending Site – Process and Site Rules – Please Take Note

We are continuing to build on our phased return back towards full on site delivery. We plan our timetable each week with our number one priority being the safety of our employees and learners and minimising the risk of COVID-19 transmission on site. We have put in place a number of measures which we are confident reduce the risk of COVID infection on site. We regularly review our risk assessment to ensure our controls remain robust. We will closely following the educational guidance issued by the government however we have decided that we will not relax our measures as far as the guidance allows us to.

For now, we are retaining some of the stricter measures we have used so far to ensure learners and staff remain as safe as possible.

Since our restart in July 2020 Temperature checks have been carried out daily, daily sign in declarations will remain in place and social distancing of 1m+ along with masks / face coverings will remain mandatory.

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All visitors to site must 'venue check-in' by scanning the official NHS QR code.

We do not believe that one measure alone can mitigate the risk but feel that all measures together will continue to support a safe environment for staff and learners.

Control measures will continue to be reviewed and adapted as we continue to progress through this pandemic and we will continue operate in line or above Government advice as it changes.

We will not hesitate to tighten control measures if the regular walk rounds and observations of our onsite activity identifies a need to do so.

Everyone on site plays a part in ensuring site safety by remaining vigilant, observing social distancing, reminding others about social distancing and all other measures in place.

We appreciate that as you all carry out your activity on site (staff or learner), you may need to adapt some of the previous "normal" to new ways of working in line with the measures.

As stated above we are working to 1m+ guidance in most areas on site however wherever it is still possible to maintain 2 metre social distancing we require everyone to comply with this.

Entry to the site remains by appointment or approval until further notice.

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Target date:

March/April 2021 – Learners that are due EPA and Functional Skills this year

September 2021 – for mainstream 1st/2nd year apprentices

However, this is dependent on government advice at the time, current position & recovery of security sector.

Office Based Working:

Maximum staffing 5 (based on two classes being in) for example:

- 1 x Manager
- 2 x tutors (only if we have two classes)
- 1 x admin support (only if absolute essential – if remote working can be conducted then it is the preferred choice. However, students may need safeguarding support, travel advice, access to online resource).
- 1 x training officer (avoid at all costs, short visit only – remote video calls still preference)

Office working is advised only on days where students are due to attend, when students are not in the office, there is no requirement to work from the office and all expectation is on continued working from home until told otherwise. If any members of staff require access to office at any time, they must seek approval from David. If a tutor requires access to prepare for students attending, this will be granted, however it is recommended that instead of making two trips to the site, for example the day before to prepare for the lesson and then the day of teaching, that one visit is the preferred option. This may mean that you start the working day earlier and finish later and the hours are taken off a non-teaching day during that same week. This will save two trips to the office when the same can be achieved in one trip. Good communication and approval from manager is required.

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Once access to the office is obtained, you are not to leave for any reason. Therefore, it is advised that you bring with you your own food and water in closed containers to minimize contamination with external sources. This rule is for staff and students.

March/April 2021 - EPA:

To ensure no learner is disadvantaged by Covid 19, we are looking to run practical training sessions to help prepare learners that are due EPA this year. All learners will be invited to attend in small groups for tutor support and practical lessons that will help prepare learners for their EPA. Learners will be grouped based on experience and anticipated completion dates. Those that are furloughed can voluntarily attend, those that are still operational will need to work with their employer to ensure they are available to attend. Due to hotels etc not being available we are running these training days on a day release basis spread through the week, so if a learner is unavailable on a particular day there may be other days they can attend if capacity allows.

This will not supersede the normal remote scheduled training, this will be an additional block to help prepare for EPA.

Functional Skills:

Learners will be grouped based on expected level. We are planning to run small blocks of training so students that are local will travel back and forward each day, those learners that are further travelled may be able to attend one day per week until they are ready to pass. It is important we utilize this time in clearing the back log so we are in a better position than entering lockdown.

This will not supersede the normal remote scheduled training, this will be an additional block to help prepare for FS.

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September 2021 - Lessons:

All SfS apprentices will move to a 5-day week as of September.

- 2-day theory (remotely delivered)
- 1-day progress review, assessment template and homework.
- 2 day practical

Theory Lessons:

All theory lessons will continue as is for the foreseeable, where all theoretical lessons will be delivered remotely via GoTo Meetings 2 day per block.

Students, employers, and staff have been very complimentary of the remote teaching where it would appear there has been no detrimental affect to the apprentices learning. This will ensure social distancing is achieved, where no face to face theory lessons are given.

Progress reviews, 1-2-1's, OTJ log, functional skills will be completed remotely.

Practical Lessons:

All practical lessons will resume, where each apprentice is provided with their own equipment and workspace ensuring social distancing can be achieved. Team practical projects are strictly forbidden until a later date.

Equipment will be prepared in advance of each lesson. Apprentices should wipe down their own equipment at the end of the practical day.

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Social Distancing:

2-meter social distancing will be achieved at all times, if at any time distancing can not be achieved work should stop immediately where a dynamic risk assessment should take place to solve and implement any mitigating risk factors. Some examples of these may be;

- Enforced PPE during practical work
- Split class into smaller cohorts and have some working in classrooms and some in workshop – this may be harder to manage but trust must be given in this situation that apprentices will act professionally
- Limitations on toilet use – 1 per person
- Scheduled kitchen use – 1 per person in the kitchen at any one time
- Do not use office mugs or cutlery- disposable cups only
- Entrance into large practical suite only / exit via office suite

PPE:

- Staff will wear reusable face masks for the duration of the working day when onsite.
- Gloves will be provided but are only to be used for collecting equipment at the end of the practical day, where equipment will be wiped down with anti-bacterial wipes. Gloves should not supersede good hand hygiene.
- Students should follow government advice related to facemasks etc. for travelling and being in public spaces.

Handwashing Facilities:

There will be handwashing station situated throughout the office, in the following locations:

- Office 1 & 2
- Classroom 1 & 2
- Practical Workshop
- Main Entrance
- Kitchen

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Equipment and handouts:

There will be no requirement for paper handouts, everything should be electronically produced and available via email or OneFile. Anti-bacterial wipes will be used to clean laptops and practical equipment before use. Students should bring own hand tools for practical work activities, to limit sharing of tools between students.

Public Transport and meetings:

All meetings for the foreseeable should be conducted via conference call all face to face meetings are postponed until further notice. Any planned face to face meetings must have approval from Managing Director

The use of public transport is at the discretion of the apprentices employer and specific government guidance and advice.

Access/Egress:

Keys will be cut for each member of staff so they all have their own individual use of the building, without having to share keys.

Access control will be installed on main doors to monitor and control access to the Suites.

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Site Action Plan

Activity	Arrangement plans	Owner
Pre-arrival	<i>Confirm attendance at site</i>	Apprentice
	<i>Plan travel arrangements in advance - I.e. toilet stops at safe places if necessary</i>	Apprentice
Day of Arrival	<i>Arrive at site at 8.45am</i>	Apprentice
	<i>Form an orderly queue, complying with 2m social distancing</i>	Apprentice
	<i>On arrival text this number 07891 850 772</i>	Apprentice
	<i>You will be collected and taken to the office</i>	Manager
	<i>You are not prohibited to use the lifts unless there is a valid reason to do so</i>	Apprentice
	<i>You will enter via suite 7 practical area and sign in the visitor book</i>	Apprentice
On arrival to Workshop	<i>Stand in your allocated space</i>	Apprentice
	<i>Tutor will deliver site rules, timings and instruction to keep you safe</i>	Tutor
	<i>You will be given a tour and induction</i>	Manager/ Tutor
	<i>Each student will be given a safe space to complete practical work, equipment, tools and PPE.</i>	Tutor
	<i>PPE will be provided</i>	Tutor
	<i>At the end of each day you will anti bac all equipment before leaving</i>	Tutor / Apprentice
During the working day	<i>Breaks with other classes will be scheduled through the day</i>	Tutor
	<i>Toilet breaks will be taken individually</i>	Apprentice
	<i>The canteen is out of bounds but we have created a break out area in one of the spare offices with a microwave</i>	Apprentice
	<i>You will exit via suite 7 theory rooms</i>	Tutor / Apprentice
	<i>You will comply with 2 meter physical distancing at all times</i>	
	<i>You will not share tools or equipment, however once finished you may wipe down equipment and rotate between booths</i>	
Leaving centre	<i>Plan ahead, use toilet facilities</i>	Apprentice
	<i>Finish times will be scheduled with others in the building</i>	Tutor

Site Rules

S I T E R U L E S

2m social distancing to be complied with at all times

PPE to be worn when appropriate

If social distancing cannot be maintained, work should stop until measures are implemented

You must remain in your physical distances space until it is safe to leave, permission must be sought

Learners that do not comply with site rules will be asked to leave

Toilet spaces are limited to one person at a time

Canteens are shut

Masks are to be worn upon arrival to the training centre and **MUST** be worn during the entire time you are onsite.

Once access to building is permitted you are not allowed to leave until finishing time, so please come prepared with food and drink to last the day

Please respect that this is extreme situation, and we are still learning. Things might be a bit slow, but we are passionate about keeping you safe and giving you the education, you require.

Please stay safe and take care

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