



Coronavirus Contingency Policy 2020

Date established:	March 2020
Updated:	March 2020
Reviewed:	Monthly
Purpose:	This policy aims to set out MITSkills' position on the support of learners, staff and employers during the period of coronavirus (COVID-19) in the United Kingdom and in line with Department of Health Guidelines.

MITSkills will ask all staff and subcontractors to review updates from the Department of Education and Public Health England. Due to the scope of this document we would advise this should be reviewed regularly – at least weekly during the outbreak. MITSkills will follow this advice and require staff to do so.

The ESFA have not issued specific advice of their own on Apprenticeships. The link below is being used as the approved advice by the ESFA as of March 10, 2020.

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Staff should ensure they follow Public Health England's advice when visiting learners or employers, they should also adopt any additional requirement employers may ask for access to their sites.

In the event of staff requiring to self-isolate by following Public Health England's guidance, they should inform MITSkills' HR. MITSkills will support staff during self-isolation.

MITSkills is aware that some employers are restricting access to their sites for non-essential visits, if this impacts your delivery plan please follow the guidance below.

1. Where possible we ask you to work with employers to ensure that learners are not disadvantaged.
2. What to do if an employer restrict access for delivery, assessment or reviews?
 - Firstly, ask for confirmation in writing and send a copy to MITSkills.
3. Access to a site is restricted by employer
 - If an employer requests that visits are discontinued, please send the specific evidence of that request to MITSkills Admin. This will be required for the learner file.
4. Delivery and restricted sites
 - For delivery purposes, work with the employer and learner to see firstly if the learner can come to an agreed access site to work on delivery.
 - Where this is not possible, if remote delivery can be planned and agreed, the aim should be to ensure the off the job hours are met, and the learner supported to achieve and not be disadvantaged.
 - Where learning takes place online, via skype or other electronic medium, a restructuring of delivery will be required to ensure off the job hours are met.
 - Where delivery is agreed in this format, please inform MITSkills to enable us to keep the ESFA aware that changes have been made as requested by the employer.



5. Assessment

- Assessment will depend on the criteria and requirements of the assessment.
- Where possible use the advice of your IQA on how assessment can be achieved, against the background of site restriction and the requirement of the qualifications, they may have to refer to the EQA and Awarding body, whose advice should be followed.

6. Exams

- Work with the employer, learners and awarding organisations.
- Firstly, arrange for the learner to come to the examination centre away from their site.
- If this is not possible, can you agree on suitable examination conditions with the awarding body and the employer?
- Any changes to exams will have to be planned in advance.
- Please follow the policies and procedures of the awarding organisation. (most require 10 to 15 days' notice of changes to format or invigilation).
- Please ensure no exams requiring special arrangements are taken without the written agreement of the awarding organisation.

7. Reviews

- Where an employer has restricted access to their sites for reviews, we will accept remote reviews, providing evidence of the site restriction from the employer has been provided.
- The review should be completed via a recorded three-way call or a recorded Skype, Facetime or equivalent video call (please note you will be required to evidence that the learner and employer have agreed to be recorded prior to it taking place).
- The review should then be summarised on paper or electronically and signed by the employer and learner.
- MITSkills require a copy of the recording and the paper or electronic summary, this must be submitted via a secure format such as an electronic portfolio or secure email.

If an employer and learner both request a suspension for the period of the outbreak to reduce risk, documentation must be completed for a break in learning and submitted to MITSkills' Admin. The employer and learner must be informed that currently the ESFA only allow a maximum of six months suspension.

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