



**Skills Centre**

**Online Delivery and Support during Covid-19 – for all enquiries please call our main number on 01932 341416**

**January -2021**

**For all safeguarding questions and concerns please email [safeguarding@mitskills.com](mailto:safeguarding@mitskills.com) or call the office for a confidential discussion with Hani Zubeidi**

At MITSkills we are continuing to support all of our learners, partners and employers through remote contact and learning where face to face is not possible. Our centres remain open for critical workers children and those who are vulnerable or need access to equipment, the internet and devices in centre.

Whilst our offices remain open, most of the administration team are working from home but are still available by phone or email to take your enquiries personally.

All course Tutors and Assessors are available by Video call, facetime, zoom, Microsoft Teams, telephone or email during scheduled teaching hours.

We are delivering online sessions to replace classroom delivery using Microsoft Teams & Zoom to ensure live engagement can continue using virtual classrooms.

**For West Byfleet & Brentford** Zoom delivery, see below timetable – one to one learning reflections and appointments will be agreed on an individual basis with your Tutor.

### Timetable for Internal Zoom Sessions - Apprentices & Traineeships

		Day of the week				
		Monday	Tuesday	Wednesday	Thursday	Friday
Time	<b>8am</b>	Electrical Class - Unit 03/04	Electrical Class - Fault Diagnosis Unit 07	Electrical Class - Framework Learners	Electrical Class - Fault Diagnosis Unit 07	<b>one to one appointments</b>
	<b>9am</b>	Monday Light Vehicle Group 1	Tuesday Autocare Group 1	Wednesday Light Vehicle Group 2	Thursday Autocare Group 2	<b>one to one appointments</b>
	<b>10am</b>	Plumbing Group	Tuesday MET Group	Wednesday Paint Group	Thursday Body Group	<b>one to one appointments</b>
	<b>11am</b>	Electrical Class - Unit 03/04	Electrical Class - Fault Diagnosis Unit 07	Electrical Class - Framework Learners	Electrical Class - Fault Diagnosis Unit 07	<b>one to one appointments</b>
	<b>12pm</b>					<b>one to one appointments</b>
	<b>1pm</b>					<b>one to one appointments</b>
	<b>2pm</b>	Plumbing Group	Tuesday MET Group	Wednesday Paint Group	Thursday Body Group	<b>one to one appointments</b>
	<b>3pm</b>	Electrical Class - Unit 03/04	Electrical Class - Fault Diagnosis Unit 07	Electrical Class - Framework Learners	Electrical Class - Fault Diagnosis Unit 07	<b>one to one appointments</b>
	<b>4pm</b>	Monday Light Vehicle Group 1	Tuesday Autocare Group 1	Wednesday Light Vehicle Group 2	Thursday Autocare Group 2	<b>one to one appointments</b>

For Ilford Sports Study Programme – see below

### Timetable for Internal Zoom Sessions - Study Programme

Day of the week					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>9am</b>	L3 Sports Coaching	L3 Sports Coaching	Tutorial 9 am to 10.30am	L3 Sports Coaching	L3 Sports Coaching
<b>10am</b>	L3 Sports Coaching	L3 Sports Coaching	Tutorial 9 am to 10.30am	L3 Sports Coaching	L3 Sports Coaching
<b>11am</b>	L3 Sports Coaching	L3 Sports Coaching	one to one appointments & learning reflections	L3 Sports Coaching	L3 Sports Coaching
<b>12pm</b>	L3 Sports Coaching	L3 Sports Coaching	one to one appointments & learning reflections	L3 Sports Coaching	L3 Sports Coaching
<b>1pm</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>3pm</b>	GCSE Mathematics 3pm to 5pm	GCSE English 3pm to 5pm	one to one appointments & learning reflections	GCSE English 3pm to 5pm	GCSE Mathematics 3pm to 5pm
<b>4pm</b>	GCSE Mathematics 3pm to 5pm	GCSE English 3pm to 5pm	one to one appointments & learning reflections	GCSE English 3pm to 5pm	GCSE Mathematics 3pm to 5pm
<b>5pm</b>	GCSE Mathematics 3pm to 5pm	GCSE English 3pm to 5pm	one to one appointments & learning reflections	GCSE English 3pm to 5pm	GCSE Mathematics 3pm to 5pm



### **Skills Centre**

For all work based learning and apprenticeships delivered in the workplace, all learning will continue using a range of methods including Zoom, Microsoft Teams and our virtual learning environments including QuadsDirect, PivotPoint, aptem, OneFile, iLearn, Learning Curve, Skills Forward and E-Assessor. Please contact your nominated Assessor or Tutor for all enquiries or the office number above so we can direct your call to the most appropriate person.

Virtual meetings are scheduled every weekday between the hours of 8am and 6pm.

Our 'contact us' page and useful IAG links are found here: [Learner Support IAG Links | MITSkills Training Provider](#)