



19/03/2020

Dear Employer,

Like all educational settings and employers, LEMA has been watching the development of the global Coronavirus outbreak closely and is following the advice of the Government, Public Health England and the local authorities.

Following the Government announcement yesterday to close all schools from 20/3/20, we have taken the decision to suspend all planned face to face learning – both at the Academy and the workplace.

In order to ensure that Apprentices still make progress and continue to develop towards the achievement of their Apprenticeship, we are putting in place measures to allow us to deliver learning, assessment and reviews via remote online platforms (such as Skype and Microsoft Teams). Over the coming days you will be contacted by either the Academy Manager, Assessor or Workplace Coach assigned to your Apprentice to explain how this will work for you and how we can support you with this.

In order to ensure we are prepared to deliver to our Apprentices in this way, **there will be no teaching sessions taking place on site or via online learning during the period 23/3/20 – 5/4/20. You will be aware that we had planned a shut down period of 2 weeks from 30/3/20 – 9/4/20. This has now been brought forward to 23/3/20, and as such we expect teaching activity via remote software to recommence on 14/4/20 and we will be in touch to confirm the details of this.**

We will be using this time to prepare all of our teaching resources so they are suitable to be delivered in this way, and are accessible to all of our Apprentices. **During this time, any online activity such as reviews or planned 1 to 1 sessions with assessors or workplace coaches will still take place.**

It may be that you have already arranged for your Apprentice to work from home, but if not they will then be expected to report to you on any days they were due to be in training in the Academy.

As stated above, this is a rapidly changing situation so any significant change in our arrangements will be communicated to you as a matter of urgency.

Kind Regards

Hayley Faulkner

Group Quality Director, Leaping Man Group