

Centre Update 19/08/2020

As we move quickly towards September, I would like to confirm the arrangements we have put in place for re-opening our training centres.

We have undertaken a full Covid-19 risk assessment and consulted with staff, apprentices, and employers. We now plan to re-open our training centres for staff from 1st September. Staff numbers on site on any day will be limited to a maximum of 5 to ensure social distancing and enable individual office accommodation. Other members of staff will be working from home. The premises have been thoroughly cleaned prior to re-opening and increased cleaning protocols are in place. Clearly this is a moving situation and we may need to make changes at short notice to ensure we meet Government guidelines.

Classes

Class sessions will resume as planned from Monday 7th September with the following arrangements:

- Half of each class (Maximum of 7) will attend classes in person with the other half attending remotely using Zoom for the full day. These apprentices should ideally attend from home as a part of their working hours. The groups will rotate so they attend in person every 2 weeks. We will contact individual students to inform them of the dates they will be attending the training centre.
- Classrooms have been reorganised and examination desks have been set up to ensure social distancing in the classrooms.
- All apprentices will ring the doorbell on arrival and will have their temperature checked prior to entry to the premises. They will be required to use hand sanitiser on entering the premises. They will be issued with disinfectant wipes to clean their own desk prior to and after use.
- Apprentices will be requested to wear a mask when moving around the centre, mask wearing during classes is not required however apprentices may choose to do so. We would ask apprentices, where possible to use their own masks.
- Any apprentice or member of staff who feels unwell should not attend in person and if feeling unwell on site should report to the office manager or any other member of staff.

Apprentice progress reviews

- Apprentices are required to continue to submit their Monthly Training and Attendance Records (MTAR's) monthly, these are essential to record their required 20% Off the job training. Without this evidence they will be unable to progress to their end point assessment.
- We will not be resuming visits to employer sites to conduct progress reviews until further notice. We plan to use Zoom calls to conduct progress reviews with apprentices and their supervisors / clinical coach. Where this is not possible reviews

may be conducted by telephone. We do ask that a designated supervisor / clinical coach is available to take a full part in the progress review as it is a requirement of the apprenticeship.

Veterinary Nursing

Following the decision by City and Guilds to cease delivering veterinary nursing qualifications, we are pleased to inform you that we are now an approved centre for delivery of veterinary nurse training with VetSkill. All new apprentices will commence on the VetSkill qualification as part of their apprenticeship standards. There will be some changes for clinical coaches in practice as the VetSkill qualification has a portfolio of evidence rather than the NPL. We will be providing training and support to ensure a smooth transition.

Animal Care and Welfare Assistant / Dog Grooming

For all existing Animal Care and Welfare assistant / Animal Care (dog grooming) apprentices, tutors will be in contact with individuals and employers regarding any required class or end point assessment preparation sessions which may be delivered using Zoom or in class.

All former apprenticeship frameworks, including Animal Care have been removed from funding. Whilst we have new standards for veterinary nursing and Animal Care and Welfare, we are still waiting for the approval of standards for dog grooming. As a result, we are unable to commence any dog grooming apprentices until they are approved.

Please also be aware that there is currently no level 3 apprenticeship standard for Animal Care.

Finally

I would personally like to express my thanks to all the staff at LITE who have worked tirelessly during this difficult time, working from home. They adapted quickly to moving to deliver learning online using Zoom sessions. They have accommodated the changes in assessment arrangements and have kept in regular contact with apprentices and employers. As a result, most apprentices have continued to make good progress towards achievement.

Thanks also to our apprentices and employers who have adapted well to the new training arrangements and worked closely with us to ensure progress.

Jackie Shopland-Reed

Head of Centre

COVID-19

What now?

We look forward to welcoming you back to Lite Ltd and are taking steps to ensure compliance with government guidelines and keep apprentices and staff safe

This is what we are doing:



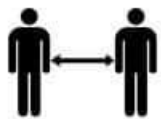
Full risk assessment completed



Improved hand washing protocols



Frequent cleaning and disinfecting of equipment and premises



Adapting classroom to comply with Social distancing measures



Steps taken to reduce the number of people on the premises at any one time



PPE available for staff and apprentices

This is what you need to do:



Do not attend and inform us if you or a member of your household are unwell



Sanitise your hands when entering and exiting the building



Follow procedures and be courteous to others

If you have any concerns or would like more information regarding our new safety measures, please contact us

