



19/03/2020

Dear Apprentice,

Like all educational settings and employers, Swift ACI 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 your workplace.

In order to ensure that you still make progress and continue to develop towards the achievement of your Apprenticeship programme, 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 your Academy Manager or Assessor to explain how this will work for you.

In order to ensure we are prepared to deliver to you in this way, **there will be no teaching sessions taking place on site or via online learning during the week of 23/3/2020.** 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 you all. **During this time, any online activity such as reviews or planned 1 to 1 sessions with your workplace coach will still take place. Teaching activity via remote software will recommence on 30/3/20 and we will be in touch to confirm the details of this.**

It may be that your employer has already dictated that you work from home, but if not then you will then be expected to report to your employers on any days you 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