Apprentice Remote Working Guide

You can carry out valuable work independently whilst on an apprenticeship. The following is a guide for you to refer to and to ensure that you have the support needed to progress. We have included information and ideas for you to try. Any problems please get in touch with your Skills Officer/Assessor who will be able to assist you.

This document will provide you with the following information:

1. Access to emails and communication systems
2. Remote Progress Reviews
3. Remote assessments and ideas for engagement

1. Access to emails and communication systems

Please access your Exeter College log-in in order that you can gain access to your college email and network. This is where all notifications will be sent or work that is set via the college systems.

Passwords can be self-managed by registering details in advance with the password reset option and guidance on the portal by following this link: Password reset

Please ensure that you have access to your Skills Officer/Assessors email and work mobile number in order to contact them for any assistance.
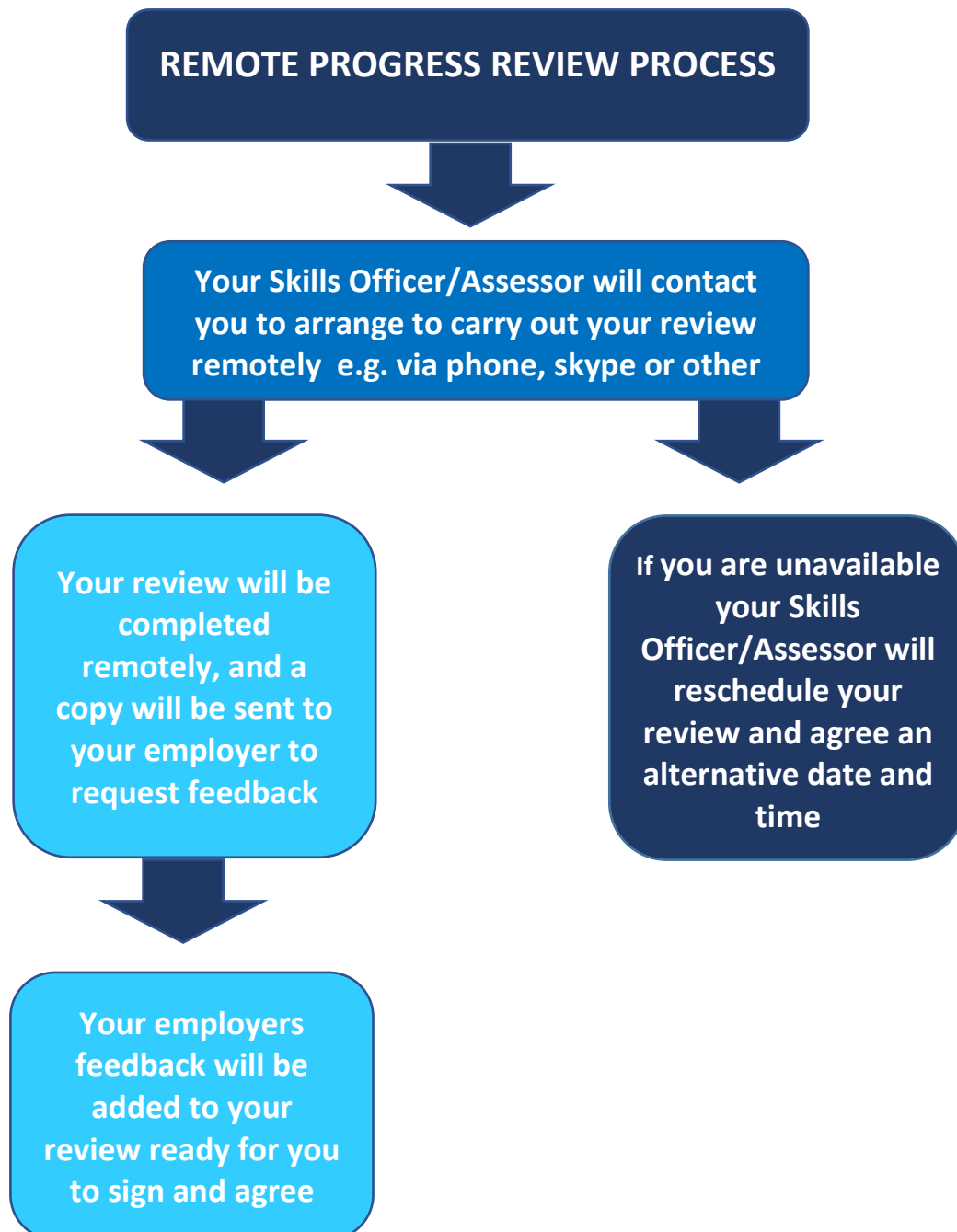
The Apprenticeships@exe-coll.ac.uk email will be manned and all phone calls to the apprenticeship line 01392 400800 will be redirected to a member of the Apprenticeship Team if the office is not open.

College services that are on the cloud can be accessed from anywhere and at any time, as long as you have an internet connection. Services that you may need to access remotely and therefore require a password for are listed below:

Service	Recommended way to access remotely
Email	Access Outlook online using your preferred browser
Microsoft Office	Access the Office 365 suite online or download to up to 5 devices
OneFile	Access OneFile online using your preferred browser
Moodle	Access Moodle using your college log in

2. Progress Reviews

Your Progress Reviews will continue remotely using phone or web conferencing systems where we are able. Please see the flow chart below for guidance on how you do this.

REMOTE PROGRESS REVIEW PROCESS

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Your Skills Officer/Assessor will contact you to arrange to carry out your review remotely e.g. via phone, skype or other

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Your review will be completed remotely, and a copy will be sent to your employer to request feedback

If you are unavailable your Skills Officer/Assessor will reschedule your review and agree an alternative date and time

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Your employers feedback will be added to your review ready for you to sign and agree

Please ensure when you are carrying out your review remotely with your Skills Officer/ Assessor that you are in a quiet area and you continue to approach this with the professional outlook that you would with a face to face interaction.

3.   Remote assessments and ideas for engagement

The following types of evidence gathering activities will help you to stay on track and we have included help videos links if this is not an assessment method you are familiar with

There are also help guides on every page of OneFile by selecting the question mark icon on the top right-hand side or regular webinars you can book onto via: OneFile Webinars

ONEFILE:

Journal entries – you can record any reflections you have related your learning, attach files, link training activities and share entries to create a timeline of learning. You can also select whether the entry was completed on or off the job. Guidance on the Learning Journal can be found here: Learning Journal

Scorecard - if you are enrolled on a Standard you can rate your own progress against the Knowledge, Skills and Behaviours expected. Guidance on using the scorecard can be found here: Scorecard

Courses - your assessor may send you a link to an online course which is related to your apprenticeship. These are linked to your course and will go towards your overall progress

Assignment work – this will be set for you and will assist you to complete knowledge work independently

Written questions – you may receive some tasks which are in the form of questions to show that you have retained any information or to encourage you to explore topics further

 Projects – you may be set a project to research and complete, or be grouped virtually with other learners to carry out distance working on projects

COLLEGE SYSTEMS

Remote Learning pages – advice and guidance on using Office 365 and assistive technology

Office 365 - Surveys and quizzes via Forms or OneNote for collaborate projects or sharing ideas. Both can be accessed via the college website or you could design your own and send them to others in your group

Moodle – for content produced to support with underpinning knowledge work usually taught in sessions

OTHER SYSTEMS:

Online courses - Microsoft Educator courses via Microsoft Online Courses and these can be a great way for you to further your own learning and carry out the off the job time whilst working remotely on topics of your choice

Any queries please email Apprenticeships@exe-coll.ac.uk