



Dear Employer,

Thank you for your continued support and we hope that you are remaining safe and well. I am writing to let you know how we intend to deliver Apprenticeship training programmes at Loughborough College, in line with the adjustments we are making in response to COVID-19 and the latest government guidance.

Delivery of Apprenticeship Training & Assessment

We will be operating a blended delivery model for all apprenticeship programmes, but within some tight parameters which are outlined below.

Delivery of apprenticeship training and assessment will return to apprentices' place of work, where we are able to do so safely. We will be communicating with you and your apprentice directly to discuss and agree how and when training will take place. We will also undertake a risk assessment to ensure that any workplace setting is compliant with new Covid-19 Secure guidelines and a copy of a COVID-19 Secure Site Certificate can be provided. **Therefore, we ask you to complete the online Covid-19 Site Secure Questionnaire via this [link](#), and to email a copy of your Covid-19 Site Secure Certificate, of which a template is available [here](#) to employerinfo@loucoll.ac.uk** Once we have received your completed questionnaire and a copy of your Covid-19 Secure certificate, we will contact you and your apprentice to arrange a visit.

All apprenticeship training will include some remote delivery; this is to enable learning to continue if an apprentice is self-isolating or if a full or partial closure occurs.

Health & Safety

We have a safety-first approach and have complied with the government's guidance on managing the risk and staying COVID-19 secure on campus. The college, with oversight from our Governing Body, has completed a comprehensive risk assessment for all our activities and we have put in place a series of safety measures with which we will need to comply. This includes social distancing, increased cleaning and hand-washing facilities and limiting the number of staff and students on campus.

All students and staff will be required to wear a face covering when inside the College classrooms, corridors, circulation spaces, reception, and bathrooms.

We understand there are people with reasonable reasons which mean they are unable to wear a face covering and the government has issued guidance around this:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>.

If your apprentice is unable to wear a face covering, please let us know prior to arriving by contacting their Trainer Assessor. We all must follow these measures and all staff, students and apprentices will undertake a Safety Briefing before returning to campus.

Catering

We will be opening our catering facilities for all students and apprentices. There will be an ordering system in place with a flexible Grab and Go hot and cold food offering. There will be a full range of hot and cold drinks available. There are vending machines situated around college for snacks and cold drinks.

COVID-19 Symptoms and Testing

We have begun distributing home testing kits to all staff and students, following their third test in the College's lateral flow testing centre.

We have been asked if the College testing centre or lateral flow home test kits can be used to test people with COVID-19 symptoms. They cannot. The lateral flow tests are to detect asymptomatic cases only (ie. people who do not display any symptoms).

If you have any of the main COVID-19 symptoms, you must self-isolate and arrange for a PCR test at a dedicated testing site. These can be booked here: <https://www.gov.uk/get-coronavirus-test>. If you are unable to book, please contact covid@loucoll.ac.uk and we will send you a home PCR test.

If you have any further questions or queries, please do not hesitate to contact me.

Yours faithfully,



Paula Allerton
Head of Apprenticeships & Employer Engagement
Loughborough College