

# TRANSITIONING BACK MOVING LEARNING FORWARD >>>>>>>>

Employer Guide



# Total People - we're ready for learning

## Supporting our learners

At Total People, we have continued to support learners with their training and studies throughout the pandemic.

We are pleased to say that all our sites and facilities are fully open. We will continue to deliver our successful blended learning model, which combines online learning and site-based training.

We're using OneFile (our virtual learning environment) to deliver learning and have introduced Microsoft Teams meetings and webinars across our programmes.

The feedback from learners has been very positive with a significant number enjoying, and benefiting from, these new approaches.



## Returning to workshops and classrooms

We've completed a rigorous assessment and approval process so we can open our sites safely and in full accordance with all government guidelines.

Everyone's wellbeing and safety is at the heart of our plans and we've been thorough in preparing sites, and organising learning, so that learners and staff are confident they can work well and safely.

We've made hand sanitisers and hand washing facilities readily available - especially around entrances and exits. We've also increased ventilation in classrooms and work spaces.

If you have any concerns about a specific location and learning environment we'll be happy to provide you with further details including the site induction procedure.

## Guidance for learners

We've included information on hand sanitising facilities, face coverings and clear signage about what a learner must do to keep themselves and others safe.

## Visiting learners in the workplace for observations or discussions

When we need to visit your workplace to observe the learner or conduct a meeting we'll approach you first to understand your response to COVID-19 and the health and safety practices you have in place. We'll ensure we operate to the same standards and will also ask our staff to respect your ways of working. This will include as a minimum:

- Hand washing or hand sanitising facilities available on site
- Equipment is not shared without cleaning
- Your guidance complies with sector standards advised by the Government.

## Moving forward

By working together we can keep learners progressing in the workplace and with their studies. If you have any concerns at all, please don't hesitate to contact a Total People staff member.

## Contact us

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