

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

Employer Guide



Total People - we're open for learning

Supporting our learners

Total People has continued to support learners with their study programmes throughout lockdown.

We're using OneFile (our virtual learning environment) to deliver learning and have introduced Microsoft Teams meetings and webinars across our programmes so we can continue interacting with learners and making sure they continue to progress. The feedback from learners has been very positive with a significant number enjoying, and benefiting from, these new approaches. As we plan our return to normal we're taking learner feedback into account.

We plan to return to classrooms and workshops where it's appropriate but also to continue with online approaches where they're working well and suit the learner.



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. Two metre social distancing is marked out in all locations. We've reviewed our room capacities to ensure social distancing can be maintained and removed some desks and chairs so everyone can sit or work comfortably at a two metre distance.

Cleaned equipment is assigned to individual learners for the day and cleaning materials are available for everyone to use.

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 put together detailed guidance on how to prepare learners for a visit to one of our sites. We've also provided guidance about travelling to and from our Training Centres. We've included information on hand sanitising facilities, social distancing measures such as one way routes, face coverings, limits on the number of people using rooms and facilities, cleaning, desk and chair positioning and clear signage about what a learner must do to keep themselves and other 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 minimum standards and will also ask our staff to respect your ways of working. Our minimum standards include:

- Hand washing or hand sanitising facilities available on site
- Social distancing measures in place
- 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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