

**CORONAVIRUS – COVID-19
LETTER TO EMPLOYERS
CEASING FACE TO FACE TEACHING AND MOVING TO AN ONLINE LEARNING MODEL**

18 March 2020

Dear Employer

I am writing to inform you that we will cease all face-to-face teaching as of this evening in order to move to a fully online learning model. This is not a decision any educational setting takes lightly, however following the recent government advice regarding self-isolation, social distancing and working from home it is not practical or safe to continue to operate in our normal way.

We have been preparing for this scenario and from Monday 23 March learning will continue remotely. Staff are working hard to ensure college life continues, and working and learning can take place digitally. All our apprentices have access to electronic devices to enable them to continue with their studies and update their electronic portfolios.

Tutors and assessors will continue to work remotely and will contact apprentices on a weekly basis to provide training and to monitor progress towards their apprenticeship programme. Work-based assessments will not take place during this period. Please continue to ensure that your apprentice or apprentices continue to have mandatory 'off the job' training whilst at work. This includes shadowing, mentoring and all direct training delivered by yourself as the employer.

We will continue to issue communications via our website and staff will instigate learning-related communications at course level.

If you have any queries or concerns please contact the Apprenticeship Development Manager – Paul Ward on 07944650233 or paul.ward@stamford.ac.uk.

Kind regards
Janet

Janet Meenaghan
Principal and Chief Executive

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