

17 April 2020

Ref: COVID-19 Update to Employers

Dear Employer

As you may have heard, the Director of Public Health has decided that the College must now remain closed for the majority of students until the end of the half term holiday, so for the next 5 weeks.

However, even though the College will not be open, we believe it is important that formal education continues for all from the beginning of this summer term on 20/4/20, and our staff have been working very hard to prepare for these circumstances. We will continue to implement the plans for Distance Learning that we have been using so far.

Your Apprentice's tutor will be in contact with them directly to discuss their progress and provide relevant work and guidance next week. We will keep our website up to date with contact information. Our team will be offering online theoretical learning for apprentices where it is appropriate to do so.

Most of this work will be on Google Classroom and there will be some Google Hangouts. Our team is working with the Awarding organisations to review how practical assessment work can be undertaken and we will be in touch with more information about this as soon as we have it available.

As a College, we will commit to offering catch up learning as and when we resume. For any apprentice who may become unemployed as a result of COVID 19, the College has strategies in place for those students to complete their qualifications. English and maths lessons will continue online for 1st year apprentices.

Students will still need access to Wi-Fi and a laptop. Laptops and mobile hotspots are available to loan from the College; your Apprentice should speak to their tutor if you need to loan these.

Communication with employers and students will be through our already established communication avenues including:

- Email
- GCFE connect
- GCFE website
- Media
- Facebook and Twitter

We are working with Awarding Organisations to ensure that qualification achievement is prioritised and that students can progress onto the next stage of their career pathway.

Further to the email sent at the end of March in relation to any change in circumstances for apprentices employment, we would like to thank those of you who have responded and completed the '[Change in Circumstances' form](#). In the constantly changing landscape that we find ourselves in at present, especially now, with the extended period of lock down, we would like to keep up to date with our apprentices' employment status and ensure that we are looking out for them.

Should circumstances have changed then please feel free to submit another form with details of the change, or indeed if you have not yet had the chance to complete the form then please do so.

If you would rather send an email with this information then you can do so by sending the relevant information to apprenticeships@gcfe.net.

If you have any concerns about your Apprentice or need any signposting to support from other agencies please do not hesitate to contact me, or the Vice Principal. We can be contacted on

Louise Misselke 07839 234881

Jeanette Hart 07839 195800

Or by using the following email address COVID19@gcfe.net

Yours sincerely



Louise Misselke FSET, BSc, Cert Ed, MSc
Principal