

22 May 2020

Ref: COVID-19 Update - 22 May 2020

Dear Employer

Following the announcement today from Public Health, we will be working on a plan to welcome apprentices back into College.

As of 1 June, we will have four weeks left of the academic year and, in line with the guidance from our awarding bodies, we must focus our provision on those students who are completing their qualifications this summer. Therefore, during the week commencing 1 June we will be welcoming into College **only** final year apprentices who urgently need assessment for occupational competence. We will be contacting apprentices and employers individually to inform them of their expected attendance pattern for this week.

During the week commencing 8 June onwards, our teams will be revising timetables for all our groups, ensuring that apprentices can continue with their studies, enabling completion of their work before the summer break, so that they can progress onto the next year of their course or complete their apprenticeship.

We will be contacting employers and apprentices individually to let them know the expectations and outlining any revisions to attendance patterns that may be required in line with Public Health guidance. We will ensure that you have a copy of the planned sessions so that you can support your apprentice in coming to College.

We must continue to follow the guidance from Public Health which means that normal College life will be quite different; for example, there will be no social areas operating in any campus and students will need to be in small groups staying in one location in the College buildings.

We will be maintaining rigorous hygiene throughout each campus and will be cleaning all our campus rooms and equipment in between each use.

We are required to keep a log of who is in the building at all times, so for this reason we will need to manage apprentices coming into College; they will be required to report to reception to be signed in and out and it will be essential that they wear their student ID at all times.

Guidance from Awarding Organisations on how our teams must calculate the grades or assess students means that much of the activity which is usually undertaken at the end of

term has been brought forward. This means our staff will be working hard to follow the instructions from awarding bodies - for the majority of apprentices we are still awaiting final guidance from City and Guilds. You can find information on qualification updates by following this link <http://www.guernseycollege.ac.gg/wp/qualifications-update/>.

As you can imagine, our staff teams now have a lot to get ready and, for this reason, there will be no planned distance learning contact from tutors from Monday 25 to Friday 29 May. For those students not invited into College during the week commencing 1 June, distance learning will continue as instructed by their tutor, who will contact them to confirm which days and times they will be able to come into College from the week commencing 8 June.

We recognise that for some apprentices the thought of coming back to College will be very welcome, however, there will be others for whom this concept may cause great concern and anxiety. Please be aware that support is available and if they, or you, have any worries or concerns, our support team can be contacted by emailing support@gcfe.net or by calling either of these numbers 07839 777643 or 07839 777649. Students can also contact them using GCFE CONNECT.

If you have any queries, 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

We will be in touch with further details very soon. Thank you for your support and patience.

Kind regards
Yours sincerely



Louise Misselke
Principal