

Foundation Apprenticeships Work from home guidance

Please see below guidance from each of your training providers on working from home. This will allow you to continue working on your qualification and progress your Foundation Apprenticeship qualification. If you do not have ICT access you can call FA Team on 01236 812257 or and homework packs will be posted to your home address.

| Framework | Guidance | Lecturer/Assessor Contact email address |
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| Accounts | <p>You can communicate with your assessor via email to complete and submit SQA NPA units that's still due. Information to follow from lecturer via email in due course. Please continue to make work placement evidence a priority by completing log books.</p> <p>Allison/Wendy (lecturer) will be available online during class times via email. They will distribute coursework and respond to any queries during this time Airdrie – Monday 9am / Tuesday 2pm / Thu 11am Coltness – Mon 11am / Wed 9am / Thu 2pm</p> | <p>asafadi@glasgowclyde.ac.uk wendyward.wkw@outlook.com janderson2@glasgowclyde.ac.uk</p> |
| Business Skills | <p>Coursework can be accessed on Moodle for business skills, lecturers will be adding content for outstanding work in the coming days. Portfolio work can be submitted to assessors either through Moodle https://www.nclanarkshire.ac.uk/student-dashboard or email.</p> | <p>Marie.mcneillie@nclan.ac.uk jeanette.easton@nclan.ac.uk Sandra.Reid@nclan.ac.uk</p> |
| Civil Engineering | <p>Lecturers will be in touch with you to send out work to be done at home. They will be available for contact on Wednesday and Friday afternoons to discuss coursework. Coursework can be retrieved and submitted via http://moodle.forthvalley.ac.uk</p> | <p>Charles.Cameron@forthvalley.ac.uk</p> |
| Creative Digital Media | <p>Lecturers and assessors will remain in contact with you via email, Mahara http://vle.glasgowclyde.ac.uk/mahara/ and by phone as a last resort. You will have access to the learning materials for the NPA component of your award on Mahara and should continue to engage with this, with remote support from CDM staff. Work</p> | <p>Lecturer(s) Alec.Cheer@nclan.ac.uk Chelsie.Dysart@nclan.ac.uk Kevin.Walls@nclan.ac.uk</p> |

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| | Based Assessors will continue to liaise with you on the work-based element of the programme and continue to gather what evidence they can for you to complete SVQ's. | Assessor(s) Kim.Beveridge@nclan.ac.uk Fraser.Cameron@nclan.ac.uk |
| Engineering – EKGTA | <p>Lecturers will be sending you study packs to your home address in the coming days to allow you to continue working on you qualification. For any further information please respond to the email.</p> <p>First CAD Unit assignment from Steve: In order to continue with our units, I have put together a folder of materials for you. Link below;</p> <p>https://drive.google.com/open?id=1KV3Sqkc5v0EbNJvnYyno_8UomsSVWVjT</p> <p>Please read the "Please Read Me" File first.</p> <p>DEADLINE FOR Task 1 – CAD 1 PDF has been set for 3rd April 2020.</p> <p>Save your final drawing as a PDF and submit via email.</p> | foundationapprenticeships@northlan.gov.uk skinnon@glasgowclyde.ac.uk |
| Engineering – New College Lanarkshire | To follow in due course | |
| Food & Drink | <p>You should be working on portfolios for the outstanding units. You should be aware of which reports are due. These are to be submitted by 2nd April</p> <p>Casey and Sophie can continue to complete SVQ's and submit to Malcolm. Submitted work is currently being checked and you may receive feedback via email to make changes.</p> | Malcolm.Warham@nclan.ac.uk Lisa.DiMeo@nclan.ac.uk Lecturer / assessor is working remotely with the students. |
| IT Hardware | <p>Lecturers and assessors will remain in contact with you via email, Mahara http://vle.glasgowclyde.ac.uk/mahara/ and by phone as a last resort. You will have access to the learning materials for the NPA component of your award on Mahara and should continue to engage with this, with remote support from CDM staff.</p> | Alan.hart@nclan.ac.uk David.young@nclan.ac.uk |
| IT Software | <p>Lecturers and assessors will remain in contact with you via email, Mahara http://vle.glasgowclyde.ac.uk/mahara/ and by phone as a last resort. You will have access to the learning materials for the NPA component of your award on Mahara and should continue to engage with this, with remote support from CDM staff.</p> | Alan.macgregor@nclan.ac.uk Alan.hart@nclan.ac.uk Assessor: fraser.cameron@nclan.ac.uk |

| Scientific Technologies | To follow in due course | |
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| Healthcare – New College Lanarkshire | <p>Your Assessors will remain in contact with you whilst completing your F.A. SVQ, all pupil folios are on one drive and you know how to access these. Feedback from assessors will be through this platform as has been across the year.</p> <p>If you have completed one observation visit this will be enough to confirm competence and successfully complete SVQ.</p> <p>If no observations have been carried out to date due to extenuating circumstances then will look at “expert witness” from the placement, this would be agreed on an individual basis in conjunction with the assessor/NLC and myself.</p> <p>You have also been added to Microsoft teams which you can access using your Glow log in details.</p> | Clare.miller@nclan.ac.uk |
| SS Healthcare – Glasgow Clyde | <p>Your email address has been shared with NPA lecturing staff who will contact you in due course.</p> <p>This should allow you to continue to support the pupils with completing any outstanding course work and remediation.</p> | acarey@glasgowclyde.ac.uk akirkpatrick@glasgowclyde.ac.uk sburns@glasgowclyde.ac.uk mpark@glasgowclyde.ac.uk lfleming@glasgowclyde.ac.uk |
| SSCYP – New College Lanarkshire | <p>All support and assessment materials have/will be uploaded to our MOODLE site, you need to self-enrol on MOODLE using our website https://www.nclanarkshire.ac.uk/student-dashboard . You will then be able to search for the unit you are studying and find all materials available, staff have been showing all FA pupils how this is done in classes over the last week.</p> | Hazel.muir@nclan.ac.uk Pamela.lippiatt@nclan.ac.uk |
| SSCYP – Glasgow Clyde | <p>SVQ Assessors will continue to work with you and support you to progress your SVQ units using our online e.portfolio http://vle.glasgowclyde.ac.uk/mahara/ You should have been using this all year and be very familiar with the process of gathering evidence.</p> | <p>Ann Grant agrants@glasgowclyde.ac.uk Alison Kirkpatrick akirkpatrick@glasgowclyde.ac.uk</p> |

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| | Those of you who have been attending placement and class regularly, already have sufficient observation of practice and have all you need to undertake final required assessment evidence. | Fiona Miller fmiller2@glasgowclyde.ac.uk Karen Brown kbrown4@glasgowclyde.ac.uk Lynn MacRitchie lmacritchie@glasgowclyde.ac.uk |
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The FA team appreciate that these are unprecedented circumstances and will continue to work closely with training providers to ensure you have sufficient access to services and materials to allow you to successfully complete your qualification. The team will be calling you over the coming weeks to make sure you continue to stay on track and have the support you require. If you need to speak to a member of the team please call 01236 812257 or email foundationapprenticeships@northlan.gov.uk