

UNITED APPRENTICESHIPS

Remote Learning Statement

2026 | 27

Date of last review	July 2026	Review period	1 year
Date of next review	July 2027	Owner	CLJ
Type of policy	Statutory	Approval	Head of Apprenticeships
SLT member in charge	CLJ		

What is remote learning?

United Apprenticeships delivers its programmes primarily online. Live sessions, coaching and independent study normally take place remotely through Microsoft Teams and United Apprenticeships' online learning platforms. This statement sets out how learning continues when a learner cannot access the usual online delivery, or when wider disruption affects delivery for a large number of learners. These circumstances may include:

- individual cases where a learner is unable to join a scheduled online session but is able to continue learning; and
- wider disruption, where access to normal online delivery is restricted for a large number of learners.

Individual cases

Where a learner misses a scheduled online session, catch-up will be arranged with support from the learner's programme lead or tutor, who will liaise with the relevant delivery and curriculum staff. Work will be sent to learners by their programme lead or tutor, who can be contacted by email. Work set might include:

- booklets and worksheets;
- recorded sessions and voice-over presentations;
- sessions and assignments set on Microsoft Teams;
- resources from the online learning platform and
- other assigned work.

Teaching staff incorporate elements of self-assessment where appropriate. Learners are also expected to continue with independent study and off-the-job training tasks set on United Apprenticeships' learning platform.

Wider disruption

If normal delivery is disrupted for whole cohorts or all learners – for example through a platform outage or other significant event – programme leads or tutors will continue live delivery through Microsoft Teams wherever possible. Where possible these sessions will follow the normal delivery timetable and learners will be expected to log in at the correct time. Attendance will be recorded, and engagement and interaction during sessions will be expected. Live sessions can be supplemented with the work described above. Where a platform is unavailable, alternative arrangements and resources will be communicated to learners by their programme lead or tutor.

Expectations for remote learning

Learners are expected to join scheduled online sessions on time and to submit their work to programme leads or tutors by the given deadlines. We ask learners, and employers, to support learning by ensuring learners have a suitable environment and protected time to study and attend sessions. Learners should notify United Apprenticeships if they are unable to join a session or

complete their work, and should contact their programme lead or tutor to ask for assistance if needed.

United Apprenticeships will make reasonable adjustments for learners with SEND to access online and remote learning.

For more details please contact Apprenticeships@unitedlearning.org.uk