



# CONCEPT TRAINING

## **Training Centre Closure - Contingency Plan for Curriculum Delivery**

In the event of college closure due to Covid-19, the college has a contingency plan to ensure that learning continues. What follows are the details of how you are able to access all learning from our Zoom virtual classrooms. All teachers are contactable through their emails, through Zoom and through dedicated Whatsapp groups for each class.

If the college is closed a video call will be arranged by the teacher to happen before 10am via [Zoom](#). Zoom is a free video conferencing tool which can be accessed via smartphone app. Teachers will then deliver their content to the class, this may be in the form of a presentation, group discussion or may be giving the group instructions of the work that needs to be completed on that day. Each class will have contact with a member of staff on the morning of the days of the week they are usually timetabled to be in college. Work will be submitted directly to the Zoom classroom or emailed to the teacher at their discretion. Attendance will be registered for the morning if the student is present at the conference call and in the afternoon if the student submits the work requested.

Students will be notified of the timing and frequencies of the conference calls via their google classroom page. If a student is unable to access their Zoom classroom page then they need to email their lecturer and arrange access as soon as possible.

English and maths lessons will be conducted in the same way. We have created six new Zoom classrooms, one for each subject area; one for each tutor. Students should go to the <https://www.concepttraining.co.uk/classroom> site, sign in and select the relevant classroom at the top of the page, select join class and enter the applicable codes below. Conference calls and tasks for ESOL and Functional Skills will be posted here.

Attendance will have a new mark of 'R' for remote working. Two marks will be available, one when the student is present for the setting of the task and one when the student demonstrates they have completed the work e.g. one mark for the morning and one for the afternoon.

For students in our supported learning (SEND) department additional arrangements will be made and parents will be informed. Any additional questions about this can be emailed to [gareth.thomas@concepttraining.co.uk](mailto:gareth.thomas@concepttraining.co.uk).





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1. Open a Browser window (Firefox, Chrome, Edge)
2. Enter <https://www.concepttraining.co.uk/classroom> in the address bar.
3. Select the image of the tutor who's class you wish to join
4. Click Join.
5. You will enter the waiting room, your tutor will then admit you when you are ready.

If you're using a mobile device the classroom and some of the functionality may be different (depending on the device).