

IBCM STRATEGY IN RESPECT OF COVID-19

1.0 Purpose

IBCM seeks at all times, to provide a positive, enjoyable and safe learning experience for all its students, whether studying through face to face classes, or via blended or online delivery. We seek to mitigate risks by applying all governing guidelines and responding to the changing public health situation through appropriate means, including changes to our courses, services and facilities.

We aim to protect and safeguard your physical and emotional health and wellbeing, as well as continue to provide you with a high level of educational provision, thus enabling you to still be able to achieve all your desired learning and development goals through your programme of study.

This document sets out our approach to student learning, assessment, engagement and support during this current climate.

2.0 Scope

This document applies to all IBCM students, including those on accredited or in-house courses, those studying full time or part time and those studying via face to face, blended or online delivery.

Guidelines in terms of on-site regulations and requirements apply to both students, staff and any visitors to the college.

3.0 College opening

Where it is both permitted and safe to do so, IBCM will be open for face to face and blended delivery. Guidelines to be followed in college are detailed later in this document.

Where this is not permitted or safe, we will continue to provide a full learning experience via distance/online delivery and assessment.

Please visit our website for up to date information on college opening.

4.0 Learning and Teaching

4.1 Curriculum and lesson planning

Tutors will continue to follow the curriculum and scheme of work for your programme. When planned face to face delivery is moved to online learning, tutors will ensure that lesson planning takes into account the impact of the changes in terms of resources and equipment, classroom layout, student access

etc and ensure that planning will enable the same level of communication, delivery, student engagement, support and opportunities for feedback.

4.2 Lesson Delivery

Tutors will still endeavour to use a variety of teaching methods to suit the different learning styles of students and incorporate a range of activities, including interactive sessions on Zoom and using breakout rooms for group/pair work etc.

Tutors will ensure that students have access to the resources that they will need for successful self-study and research and which support their participation in class.

4.3 Assessment

Due to the pandemic, you may find that the assessment arrangements for your programme are changed following government directions and the decisions made by the Awarding Bodies. This may mean, for example, a change from an examination to a written assignment or presentation etc. You will be notified as to all assessment arrangements as soon as possible and ensuring there is adequate time for teaching, self study and preparation as needed, with ongoing feedback provided for you on your progress towards achievement.

4.4 Internal Quality Assurance

IBCM will continue to monitor the provision of all its programmes in order to ensure that the consistent, high quality standard of teaching and learning is maintained during this time. This will include your tutor being observed from time to time, reviews being conducted with yourselves and an Internal Quality Assurer monitoring the assessment that your tutor undertakes and the records that they provide.

We use all this information and feedback to monitor our provision and to make improvements where needed. We welcome all your feedback and detail below ways in which this is gathered and you can communicate with us.

5.0 Student engagement and support

5.1 Engagement

IBCM will ensure that students are no disadvantaged through any changes in their programmes due to the pandemic. We will continue to communicate with you through a variety of means and seek your views and feedback throughout your programme.

You will have **tutorials** at various points in the programme, where each tutor will be able to give you feedback on your progress so far on specific modules. You can ask questions at this point and seek any help or support with areas that you are struggling with.

You will also have a **learner review** with your Programme Leader (or Quality manager) who will provide feedback on your overall progress on your programme and ask you questions about how you are finding the programme, if you require any further support or have any questions or issues to raise. These are ideal opportunities for you to share anything you are worried about, or any concerns you may have.

As detailed in 4.0 above, tutors will seek to engage with all students during the course of the lessons and establish a good two-way communication with you. To help with this, please make sure that for online lessons you have your camera and microphone on, unless you are asked to mute by your tutor. This helps to build relationship and engage with one another as if we were physically in class together.

5.2 Student support

We recognise that this is a very difficult and uncertain time for everybody and we want to support you in any way we can. The impact of this pandemic can affect our studies, our physical health and our emotional well being. Please do get in touch if you are struggling and have negative or distressing feelings, or if you feel isolated and depressed. We will be able to signpost you to appropriate help if needed, as well as give you assistance and reassurance in terms of your study programme.

You will have received contact details of both your Programme Leader and the Centre Manager (who also looks after student welfare) at your induction.

5.3 Mitigating circumstances

It may be that because of the pandemic, you find that your studies are affected. This may be because you have yourself been ill with Covid, or have been with family members who have suffered. You may have been told to isolate, or chosen to do so due to contact with others. As above, you may have experienced a negative effect on your mental and emotional health. This may mean that you may not have been able to come into college, or even been able to study online or undertaken research. Please ensure that you speak to your Programme Leader or named contact and discuss this with them. We can talk to you about adjustments and arrangements that can be made because of this and negotiate changes to help you. It is important that you let us know rather than just not turning up for lessons or completing allocated work.

6.0 Arrangements at IBCM

When students are able to physically study at IBCM, there will obviously be a number of additional health & safety measures in place for the protection of all students, staff and visitors. Please ensure you are aware of these and follow them at all times.

6.1 Pre-Arrival

Please complete a Covid specific health questionnaire. This must be done in order to assess any additional measures or support you may need.

Ensure you have a stock of face coverings with you as they are required for any shopping and for travel on trains, buses, trams, taxis etc.

It is also an idea to pack extra alcohol-based hand sanitiser to keep with you at all times, to clean hands when water is not available.

6.2 Upon Arrival

We continue offering the airport transfer service via our trusted providers. We recommend booking this service, to avoid taking public transport. We have made sure our providers are following all government guidelines (eg the driver must wear a face covering). You will need to wear a face covering in the taxi and can only share a taxi if this is with members of your own household and have been travelling together on the same plane.

You will be made aware on the current regulations for self-isolation/quarantine upon arrival in the UK. Please ensure that you follow these closely. You will still be able to attend online classes whilst isolating. IBCM staff will check with you to see that you are comfortable and continue to offer all the support outlined above.

Residence and homestay options are available for students requiring accommodation. We do recommend choosing residence at this time as all residential halls are within walking distance of the college (avoiding the need for public transport) and all adhere strictly to UK Government regulations in terms of measures for Covid-19. Homestay hosts are provided with guidance on keeping their homes clean and applying social distancing measures. We will avoid using any hosts who are in a high-risk group and ensure that any relevant medical information from students is shared with the relevant accommodation provider. Guidance on self-isolation will also be provided to students, residential accommodation and homestay hosts detailing what to do if anyone is displaying Covid symptoms.

6.3 In College

Face coverings must be worn **at all times** whilst on college premises. Hand washing should take place on a regular basis and hand sanitisers are also provided. Anti bacterial wipes will also be provided to students, for wiping down desks and chairs before/after use. Our facilities have ventilation in every room and are cleaned regularly.

Social distancing will be observed at all times and classroom sizes will be limited in order to form "bubbles". (If there were a case of the virus, fewer students will come into contact with the affected individual by using this approach). Class start and break times will also be staggered to minimise contact in corridors etc.

Access to shared areas will be limited.

Hand sanitisers will be provided in all classrooms and other spaces.

Your temperature will be taken upon arrival at the college. You will be asked not to attend college if your temperature is high.

Please **do NOT** come to college if you think you may have coronavirus. Please call the College number if this is the case.

Any staff member, homestay host or students who develop symptoms of Covid will be asked to take an antigen test.

If you have any questions relating to this document or about your programme at IBCM in the light of the current pandemic, please do not hesitate to contact us. You can contact your Programme Leader, or ring the college on 0161 2283607 or email enquiries@ibc-manchester.com

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**6 monthly review due to nature of the changing situation*