**Online Expectations and Requirements for Learners**

At various stages throughout the Coronavirus pandemic, online learning will be required to replace face-to-face delivery.

When this happens, LFE and your club are committed to:

* continuing the delivery of your programme in line with your regular timetable (if any changes to your planned schedule are made, this will be communicated to you)
* ensuring you have the correct resources required for learning, e.g. laptop, tablet, pen, paper
* starting all lessons with a video conference call to ‘check in’ with tutors
* using a cloud-based classroom to share resources with you, communicate with you and allow the submission of completed tasks
* finishing all lessons with a video conference call to recap on the lesson and communicate any further instructions

LFE’s and your club’s expectations of learners have not changed. It is expected that **ALL** learners:

* attend all lessons **on time** with the video camera **ON**, ready to learn
* keep good habits – the process of getting up and attending online sessions will help with your well-being and enjoyment
* have the necessary equipment for lessons, e.g. pens, paper
* remain on task for the duration of the lesson
* remain online for the duration of the session, in line with your tutor’s instructions
* use the live chat feature, if appropriate, to fully engage with the tutor and classmates
* complete all tasks set to the best of your ability
* meet deadlines set by your tutor
* behave appropriately in your online lessons

Learner concerns and difficulties…

* If you have difficulty in accessing the internet, a laptop or a suitable learning environment, please contact your club/LFE Regional Officer.
* If you have a special educational need and require any additional help and support, please contact your club/LFE Regional Officer.

**Ensuring Online Learning is Safe**

To ensure safety during online learning, the following must be adhered to.

* Language must be professional and appropriate, including that of anyone in the background.
* Learners must wear suitable clothing, as should anyone else in the household.
* Any IT equipment being used should be set up in an appropriate area and the background should not be blurred.
* Staff will never contact you via their personal email address.
* All communication provided will have an educational purpose.
* In the instance of one-to-one delivery, all video conference calls should be recorded for the duration of the lesson (you will be informed that sessions are being recorded in advance).
* If you need to visit the bathroom/toilet during your learning session **DO NOT** take the device you are using with you.