

Expectations of Employers to Support Apprentice Online Learning

At Teesside University, we aim to provide the same quality teaching experience for our learners, whether classes take place online or in-person. The learner's involvement, participation and behaviour online are fundamental to the overall outcome of their apprenticeship. As such, we ask that you, as the employer, read this document and note our associated policies, to support your apprentice ahead of them starting their apprenticeship and throughout their studies.

Teesside University is committed to providing a professional and ethical environment online, which aims to protect all involved within online teaching sessions.

A. Our expectations

Employers should ensure you have read the rules below and that you understand the expectations of your employee when they are engaging in online teaching sessions aligned to their apprenticeship:

1. Expectations for good conduct are described in specific guidance, policies and procedures. Encourage your employee-apprentices to read the [Student Code of Conduct](#), [The Values and Behaviours framework](#), [equality & inclusion](#), and [safeguarding](#) policy.
2. The behaviours required as part of an apprenticeship standard must also be upheld while studying with Teesside University and within the workplace.
3. The employer will need to be able to provide the learner with an appropriate space i.e., quiet, away from distraction noting in that in some cases, this could mean working from home.
4. Employers will need to provide the use of a laptop or computer with a working microphone and camera.
5. If in the workplace, the expectation would be that the learner will not be available to attend any other meeting, be called away or leave the teaching session for any work-related issue, thus setting out the same expectations as on campus and ensuring a productive learning environment.
6. Progress review meetings may take place online. Employers and work-place mentors are expected to attend such meetings and engage in these meetings with cameras switched on.
7. There is an expectation as part of an apprentice's commitment to their course/apprenticeship that they will attend all scheduled learning, including any live online lessons. Attendance will be monitored. We ask that employers recognise this and the importance of supporting apprentice's access to online learning activity.
8. Support your employee-apprentice to adhere to Teesside University expectations for online learning as detailed in the *Online Teaching at TU: Expectations of Learner* document, that all apprentices will have access to.