

E-moderated training - Guide for apprentice and employers on virtual classrooms

Prior to the session

- Apprentice has access to the VLE course section with all resources from the onset.
- Apprentice is expected to have revised and prepared before attending the course.
- TDM coaches are here to help, if apprentice has any questions, they can contact their Skills and Knowledge Coach (SKC) for KM training courses or their Professional Development Coach (PDC) for PD courses.
- The course will be run using Big Blue Button (BBB) on the VLE course area. For any questions apprentice can add your coach.

During the E-moderated session

- Sessions will start prompt at 9:30 am, apprentice is expected to link into the course from the VLE course area, at least 5 minutes before the session starts.
- TDM use Big Blue Button (BBB) for the delivery of the course . If apprentice is joining in for the first time, we recommend to login prior to the course to troubleshoot if there are any connectivity issues.¹
- The TDM trainer/coach is the e-moderator when delivering the course. They will guide apprentice through what needs to be done from start to finish. The course will run through with a combination of presentations, pair work, team work etc.
- Apprentices are expected to fully participate in all activities and support their e-moderator and e-moderator classmates.

At the end of the E-moderated session

- Apprentice will be sent a link to complete a survey to get feedback on the course, we like improving and getting better thanks to our apprentices and employers' feedback.
- Apprentice will be sent an activity record from the e-moderator/trainer asking for an email reply to validate the record contents.
- An email response from the apprentice is required as validation for compliance purposes with the ESFA.
- The E-moderator/trainer will then save that email as proof of e-signature and add the record and email to the TDM CMS for compliance purposes.

Remote Proctoring

- If you have got an exam your coach will confirm the procedure during the course.

¹ If you are having any internet connectivity issues please call TDM IT support: Ben at 03331 010079. Or email ben@tdm.co.uk