

24 March 2020

Dear Placement Provider

RE: COVID 19 – TFS Placements to cease

As you are aware, the UK government has made a decision to close all Schools and Colleges in response to Covid-19. Last night DFE advised that all Training for Success placements should cease and trainees should follow government advice and stay at home.

We are unsure how long this will affect us all. We will continue to record learners' attendance as Authorised Absence and learners will continue to receive their weekly payments. Their college tutors will be contacting them with regards to accessing learning on the CANVAS online learning platform and we would encourage you to follow BMet on our social media channels e.g. Facebook, Twitter or BMet website for updates.

During this period of closure, and in preparation for the college re opening, the Skills Support Coach will remain in contact with both yourself, and the learner, to provide updates and confirm when your business is operational before instructing the trainee to return to placement.

All learners will be informed by the college of the re-opening date once this has been confirmed.

For any queries or questions, please contact the designated Skills Support Coach in the first instance or any the following:

apprenticeships@belfastmet.ac.uk or 0289026 5234

tfs@belfastmet.ac.uk or 07918678433

We trust you stay safe and appreciate your continued support at this time.

Yours sincerely

Kathryn Stewart

Skills and Apprenticeships Manager