

Apprenticeship Remote Working Guide

In light of government advice, the Windsor Forest Colleges Group is providing interactive teaching and learning remotely to all of our students. The college is utilising all available tools including the online learning platform Moodle, where you can access resources and work assignments to continue your studies from home.

This guide provides instruction on how get started with your online learning including:

1. Accessing email and Moodle
2. Resetting Passwords
3. Functional skills, Assessor and lecturer contact details
4. Accessing Pro-monitor
5. Continue Off the Job (OTJ) training logs
6. The remote progress review process that your assessors will carry out with you

If you have any problems please contact your Assessor or your Apprenticeship Support Officer, Nicole Barwick. Nicole.Barwick@windsor-forest.ac.uk

1. Accessing emails and Moodle from Home

Log into Microsoft Office 365 and enter your email address and temporary password as shown below:

Your email is your ID number @windsor-forest.ac.uk e.g. 123456@windsor-forest.ac.uk

Your password is you date of birth - no slashes, dots or gaps. E.g. 25032020

If you already know your email and password, you will be able to log onto 365 for emails and log into Moodle with the same login details.

Once you have done that for the 1st time you will be asked to create a password of your own (This must be 7 characters, including 1 number and capital letter)

You then need to visit moodle.windsor-forest.ac.uk

Enter the email and password again, you should then be signed in to find your course and work!

2. Resetting passwords

If you have logged on to a computer at college before but cannot remember your password please see how to reset your password below:

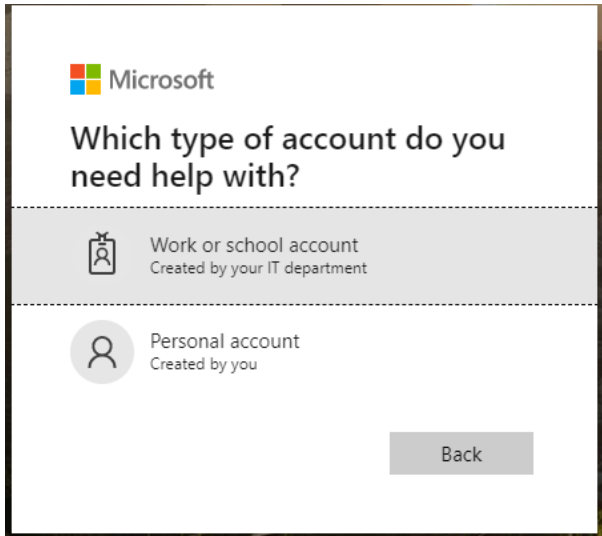
Office 365: How to Reset Your Password from Home

Open a web browser e.g. Chrome

Go to <https://www.office.com>

Click **Sign in**

Click **Can't access your account?**



If prompted choose **Work or School Account**

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the cl

User ID:

1234567@windsor-forest.ac.uk

Example: user@contoso.onmicrosoft.com or user@contoso.com



OXWSKP

Enter the characters in the picture or the words in the audio.

Next

Cancel

Fill in your College email address in the top box

Fill in the confirmation you are not a robot letters in the bottom box

Click **Next**

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

<input checked="" type="radio"/> Email my alternative email address	You will receive an email containing a verification code at your alternative email address (te*****@strudent.com).
	<input type="button" value="Email"/>

[Cancel](#)

You will be asked to either use the alternative email or mobile number you have set up when you first logged in

Choose the one you wish.

You will either receive an email or text message with a code

Type the code into the box and click next

It will then allow you to set a new password

Please ensure it is 8 characters long and includes a number and a capital

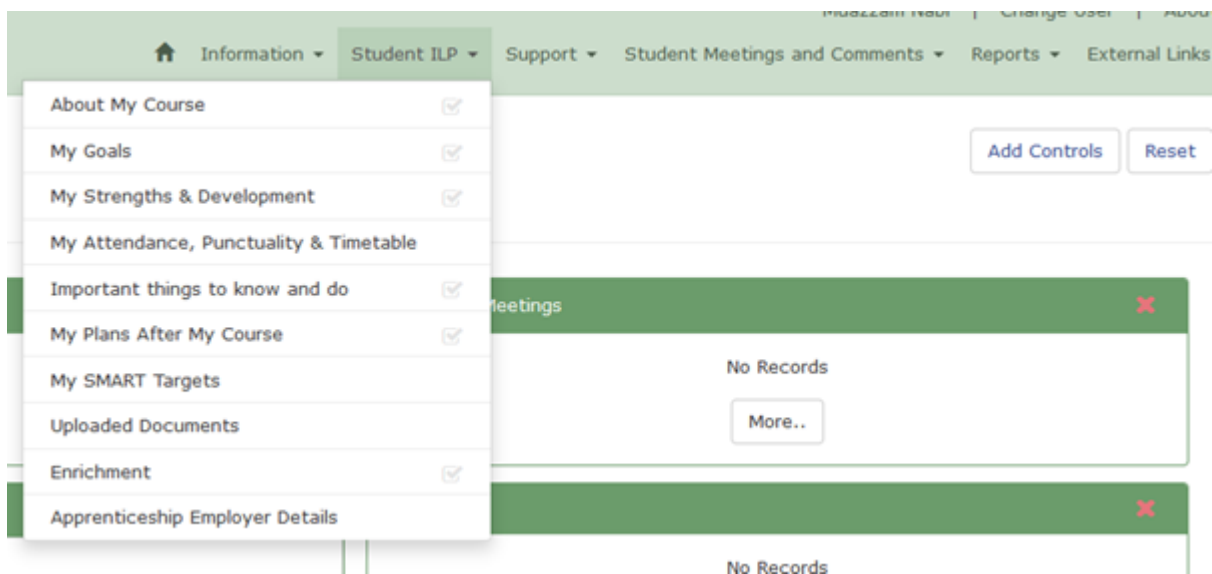
It also cannot be a password you have used before

3. Functional Skills Assessor and Lecturer contact details

- Should you need help with Functional Skills English and maths please contact Harjinder.Balkhu@windsor-forest.ac.uk
- Should you need help with Functional Skills ICT please contact Jane.Cable@windsor-forest.ac.uk
- Should you need to contact your Assessor or lecturer their email will be in the same format as above. 'Firstname.surname@windsor-forest.ac.uk
- Should you need to contact your assessor by phone, you can phone them. If you do not have your assessor's phone number then please let Nicole Barwick know

4. Accessing Pro-Monitor

1. Click on this link <https://portal.windsor-forest.ac.uk/>
2. You will see a blank box asking for a username and password login with Username: Student ID@windsor-forest.ac.uk and college password.
3. Once you are in Pro-Monitor you should click into the Student ILP dropdown which should contain information about your course.
4. If there is nothing in the Student ILP, one of the dropdown menus should have your course code in the list which you need to click on. It should take you to a page which has different sections and the teachers comments should appear with an attachment, worksheet etc that needs to be completed.



5. Continue Off The Job training sheet

Please continue to log your Off the Job (OTJ) training at home. If you are not currently at work, don't worry, this can be when you are studying at home using Moodle or pro-monitor resources, assignment writing, watching online videos and resources related to work, revision, working on ICT functional skills and any online training.

Please be aware that you must not put more than 7 hours per day at any time. You must put all dates down – however, they cannot be weekends, bank holidays or any day you completed at college on your college day, as that is already tracked automatically.

While we are following government guidelines and you may not be at work, you are able to put your college day down as you are not currently at the college.

If you cannot get your employer to sign it at the moment do not worry too much, please still send your logs over to Nicole Barwick either via email or text. Nicole.barwick@windsor-forest.ac.uk

Your progress reviews will continue remotely via phone or skype.
We have created a flow chart below outlining these steps.

COMPLETING PROGRESS REVIEWS REMOTELY

Your assessor will contact you to arrange a convenient time to complete your progress review either over the phone or Skype.

Once your review is complete a copy will be sent to your employer to add comments and provide feedback. If your company is currently closed then your assessor will follow this up once business has resumed.

If you are not able to complete your review remotely with your assessor an alternative time and date will be offered to you.

Your employer's comments and feedback will be added and a copy sent back to you to sign and agree.

Once agreed, a complete copy of your review will be sent to your employer, a copy will go in your college folder, and uploaded to Ecordia (if applicable)

Please ensure that you inform your assessor if you are unable to make your progress review meeting, so that this can be rescheduled to a later date.
Ensure you are in a quiet place when carrying out the review and please treat this meeting with your assessor with professionalism.