

03 July 2020

Dear Applicant

We hope this letter finds you well.

Following our initial letter, dated 04 June 2020, we are getting in touch to share more detailed information about the 2020/21 academic year at Yeovil College University Centre (YCUC). Programme staff are working incredibly hard to ensure that students are able to enjoy a high-quality learning experience and complete their qualifications in line with their expected timeframes in these unprecedented circumstances. The College Management Team are meeting regularly to develop plans for the autumn term and beyond, in order to comply with government public health advice and to protect the health and safety of our staff, students and wider community.

In the interests of transparency and supporting students to make well-informed decisions, we want to share the information we currently have. As we are sure you will understand and appreciate, the information we are sharing with you is based upon the current situation and guidance. Therefore, if there are changes to national or local guidance we will of course have to adapt our plans. If this does happen, we will get in touch with you to communicate this at the earliest opportunity. As such, your ongoing flexibility and understanding are greatly appreciated.

We hope that you find the rest of the information included in this letter useful, and would appreciate you taking the time to read through each of the sections carefully. We warmly encourage anyone with concerns or queries to contact us via [universitycentre@yeovil.ac.uk](mailto:universitycentre@yeovil.ac.uk) or 01935 845454. If you have a disability, learning difficulty or long-term health condition and have any questions about next academic year or how this might affect you then please do get in touch and we will be very happy to discuss this.

Kindest Regards



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HE Manager



and **Lynne Stocker**  
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## **Course Content**

We do not foresee that the modules studied in the upcoming year will change as a result of COVID-19 for any of our courses. We do sometimes use optional field trips and visits to enrich the learning experience of our students. As we are sure you will understand, we will not be running any trips or visits until it is safe and sensible to do so.

For those students on BSc (Hons) Social Work and HND Sport courses whose programmes include a placement or work experience element, we are intending that these work-based learning activities still go ahead. Programme staff will support learners to ensure everyone is able to access an appropriate placement, including in cases where it may be appropriate for a student to undertake their placement with an organisation or team who are still working from home or working remotely.

## **Course Length & Award**

It is our intention that all students will be able to complete their qualifications in line with their expected timescales.

## **Start of Term and Enrolment**

We are intending that term will begin:

W/C 7<sup>th</sup> September 2020 – Returning Yr 2 Social Work students.

W/C 14<sup>th</sup> September 2020 – All new students, and those entering Yr 2 of a HNC Engineering programme.

W/C 21<sup>st</sup> September 2020 – All other returning students.

We hope to be able to provide a more detailed plan about enrolment at the start of August. A final plan for enrolment and the start of term is always provided to students in their 'Welcome Letter'. Welcome Letters are typically sent out over the last week of August and first week of September, with letters for those who are due to start first being sent out first during this window. As part of the enrolment process during the weeks listed above it is likely that physical document checks will need to take place on-site.

## **How Will Teaching & Learning Be Delivered?**

It is looking increasingly likely that social distancing measures of some kind will still be in place in September. It therefore follows that we will need to adjust our normal arrangements for teaching, learning and assessment in order to comply with public health advice and to protect the health and safety of our staff, students and wider community. In order to achieve this, we will be using a combination of on-site delivery, remote delivery and online resource engagement. This model, where there will be a combination of on-site and online or remote learning is often referred to as 'blended learning'.

The exact format of online learning is likely to vary between cohorts, with live lessons, recorded lessons, independent learning activities, group tutorials and 1:1 support being used in different areas dependent upon course requirements and student need. All YCUC students

have access to Moodle, our dedicated online learning platform, where they can access course materials and other relevant support.

The format that on-site teaching and learning will take will vary between subjects, dependent upon factors including the practical requirements of each course and the number of staff and students we can safely accommodate in each classroom or workshop. In all areas, we will maintain focus upon maximising the impact of any time spent on-site.

Whether learning is taking place on-site or remotely, we remain committed to ensuring all students have a high-quality experience at YCUC and are well supported to maximise their potential. Over the last few months we have made a number of changes to our online delivery model in response to student feedback, and we are sure that online learning will continue to evolve as learners and staff work in partnership to identify the most effective ways for teaching and learning to take place digitally.

At the end of this letter, we have included more detailed information about what learning is likely to look like for different courses. Please be aware that this information is still provisional. We will continue to review arrangements for teaching and learning in line with public health advice, national and local guidance, and feedback from our students, staff and wider community.

## **Assessment**

The majority of our qualifications are coursework or assignment based, and students submit their work via our online portal. These assessment methods are therefore unlikely to be affected by COVID-19. For courses with formal exams, we will consider closer to the time whether it is safe and reasonable for formal examinations to go ahead. If it is not possible, then formal exams may be replaced by an alternative assessment method, for example, a written assignment. For courses with practical assessments, including presentations, we will evaluate closer to the time whether we will need to amend the assessment in any way due to COVID-19. Any amendments to assessments will take place in line with regulations from the appropriate awarding body or Partner University.

## **Locations**

Any on-site learning will take place at the College campus on Mudford Road, Yeovil, BA21 4DR. We have a team of staff working on measures to ensure that our campus is set up in a way that encourages social distancing and allows people to work and learn in a safe environment. As we are sure you will appreciate, this is no small undertaking. We are clear that in the interests of keeping learners and staff safe, and thereby allowing learning to continue, our priority must be to ensure that we manage a return to on-site learning right, rather than fast.

## **Changes in response to changing public health advice**

The ways in which teaching, learning and assessment take place will remain under review as new guidance and information become available. For example, if there is a spike in cases and the government re-introduce the stricter lockdown measures that we experienced at the start of the pandemic, we will of course move learning online until we are able to safely return to

site. Equally, if sector guidance recommends that it is safe and reasonable to increase the proportion of learning that takes place on-site, then we will make plans for this.

### **How long will this last for?**

At this stage, we obviously cannot guarantee how long we will need to use a blended delivery model for in order to comply with public health guidance and keep our staff, students and wider community safe. We are aware that depending upon how the national and local situation progresses, it may be that these measures continue to affect us as we move into 2021 and beyond. We will keep in touch with students about arrangements moving forwards via email and the [Coronavirus Hub](#) on our website.

### **Student Support**

We are aware that COVID-19 has presented a unique set of challenges for students and we have worked hard during this time to support all learners to achieve their potential. We have been particularly mindful of the challenges faced by those students who are balancing their studies alongside work and caring responsibilities. Support measures introduced so far include developing alternative assessment formats, granting extensions to assignment deadlines where appropriate, delivering wellbeing support over the phone, and creating a socially-distanced library collection service. These support processes will remain in place whilst COVID-19 continues to impact upon YCUC, and we will continually review whether there are further measures we can introduce to better support our learners during this time.

### **Deferral & Suspension**

Applicants who wish to defer their place until September 2021, or current students who wish to suspend their studies, should contact Lynne Stocker, University Centre Assistant, via [Lynne.Stocker@yeovil.ac.uk](mailto:Lynne.Stocker@yeovil.ac.uk).

### **Future Communications**

We will write again at the start of August to provide further information about the upcoming academic year. Then, over the last week of August and first week of September we will send out 'Welcome Letters' to all of our new and returning students. These letters will contain information about a range of topics, including enrolment. In the meantime, please don't hesitate to contact [university.centre@yeovil.ac.uk](mailto:university.centre@yeovil.ac.uk) or ring 01935 845454 if you have any questions or queries.

### **Subject-Specific Teaching and Learning Arrangements**

We do not typically provide students with timetables, provisional or otherwise, until the start of September. We continue to accept applications over the summer months, and as such it is not possible to confirm final timetables until the very end of August. This year there is the added complexity that changes to public health guidance over the coming months may require us to rethink our timetabling plans before the start of term.

Therefore, students will not receive their final timetables until the very start of September.

However, in light of these unprecedented circumstances, we wanted to share the information that we do have at this stage so students feel well-informed about our current position.

The information below is provisional and based on the current draft timetables that have been put together by each curriculum area. These provisional timetables are based on the current situation and relevant guidance. Therefore, and as stated earlier in this letter, it may be that the proportion of on-site vs. online delivery changes in line with national and local guidance over the course of the year. Whilst the mode of delivery may change, once timetabled days and times are confirmed we intend for these to remain the same over the whole academic year wherever possible.

We strongly recommend that students do not make concrete plans based upon the below (for example final confirmation of working hours or childcare arrangements) as we cannot guarantee that there won't be changes. However, we hope that sharing the plans as they currently stand will provide a useful indication of what next year is likely to look like, and help with making provisional plans.

## Business

*Please be very clear that the information below is still provisional.*

<b>HND Business</b>	<p>It is likely that some of the timetabled sessions will be delivered on-site, whilst others will take place via remote delivery, with live sessions, independent learning activities and tutorials scheduled during the timetabled sessions.</p> <p><b>Yr 1 (full-time)</b> – This course is likely to take place over two afternoons a week (provisionally 12 – 6 pm Wednesday and Thursday), with an additional session each week during Semester One (Sept – Feb), this additional session will provisionally be on Tuesday 4- 9pm.</p> <p><b>Yr 2 (part-time)</b> – This course is likely to take place over one day a week, provisionally a Friday.</p> <p><b>Yr 2 (part-time) cohort who started Feb 2019</b> – This course is likely to take place over one long evening a week. Provisionally this may be a Tuesday 4-9pm.</p>
<b>BA (Hons) Business Management and Strategy</b>	<p>This course is likely to take place over two mornings a week. Provisionally, these may be Wednesday and Thursday from 9:15-13:15. There will be a split of on-site and remote delivery. Some timetabled sessions will likely take place on-site, whilst others will likely take place via remote delivery, with live sessions, independent learning activities and tutorials scheduled during the timetabled sessions.</p>

## Childhood Studies, Care and Education

Please be very clear that the information below is still provisional.

<p><b>FdA Childhood Studies, Care and Education – Full Time</b></p>	<p><b>Full-Time Yr1 &amp; Yr 2</b> - This course is likely to be timetabled to take place all day on Tuesdays (typically 9-6 with a lunchbreak). It is likely that at the start of term the majority of learning will take place remotely, with live sessions, independent learning activities, group forum discussions and tutorials scheduled during the timetabled sessions. In addition, it is likely that scheduled small-group tutorials will take place on-site at regular intervals. We will continue to review this split of remote vs. on-site learning over the coming months in line with both public health guidance and student feedback.</p>
<p><b>FdA Childhood Studies, Care and Education – Part Time</b></p>	<p><b>Part-Time Yr1, Yr2 &amp; Yr3</b> – This course is likely to be timetabled to take place on a Wednesday evening (typically 16:30 – 20:30). It is likely that at the start of term the majority of learning will take place remotely, with live sessions, independent learning activities, group forum discussions and tutorials scheduled during the timetabled sessions. In addition, it is likely that scheduled small-group tutorials will take place on-site at regular intervals. We will continue to review this split of remote vs. on-site learning over the coming months in line with both public health guidance and student feedback.</p>
<p><b>BA (Hons) Childhood Studies, Care and Education</b></p>	<p>It is likely that at the start of term the majority of learning will take place remotely, with live sessions, independent learning activities, group forum discussions and tutorials scheduled during the timetabled sessions. In addition, it is likely that scheduled small-group tutorials will take place on-site at regular intervals. We will continue to review this split of remote vs. on-site learning over the coming months in line with both public health guidance and student feedback.</p> <p><b>Full-Time</b> students are likely to be timetabled for a full day on Thursday (usually 9-6 with a lunchbreak).</p> <p><b>Full-Time Evening Only</b> students are likely to be timetabled for two evenings a week, likely Tuesday and Thursday 16:30 – 20:30.</p> <p><b>Part-Time</b> students are likely to be timetabled for either a Tuesday or a Thursday evening (usually 16:30-20:30) depending on the units they are studying.</p>

## Computing

*Please be very clear that the information below is still provisional.*

<b>HNC Computing</b>	It is likely that this course will be timetabled for a Wednesday and Thursday. It is likely that the majority of delivery will initially take place remotely. During this period of remote learning, live online delivery is likely to take place on Wednesday mornings and Thursday afternoons, with directed self-study on Wednesday afternoons and Thursday mornings. There will likely be some on-site sessions at the very start of term as part of a course induction, and also some on-site sessions during the term to allow students to access the lab for practical computing activities.
<b>HND Computing (top-up)</b>	It is likely that this course will be timetabled for a Thursday and Friday. It is likely that the majority of delivery will initially take place remotely. During the period of remote learning, live online delivery is likely to take place on Thursday mornings and Friday afternoons, with directed self-study on Thursday afternoons and Friday mornings. There will likely be some on-site sessions during the term to allow students to access the lab for practical computing activities.

## Creative Industries

*Please be very clear that the information below is still provisional.*

<b>FdA Graphic Design</b>	All Graphic Design, Media and Photography Foundation Degree programmes are highly likely to be timetabled to take place over a Thursday and Friday. Precise times for the sessions for each group will be confirmed in due course but students should expect to have sessions on both days. It is likely that several of these timetabled sessions will take place on-site, and some will take place remotely.
<b>FdA Media</b>	
<b>FdA Photography</b>	

## Engineering

*Please be very clear that the information below is still provisional.*

<b>HNC &amp; HND Engineering</b>	As with this academic year, teaching will very likely take place over one long day per week. Which day of the week this will be is not yet confirmed. Once timetables are confirmed, the Engineering team will of course be in touch with the relevant employers for those who are apprentices to confirm arrangements in due course. Delivery will predominantly take place remotely, however, due to some practical requirements within units there will be a requirement for learners to attend college to complete these practical elements. Any attendance to complete practical components would be planned with learners in advance of when attendance would be required.
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## Policing

*Please be very clear that the information below is still provisional.*

<b>HND Policing</b>	It is likely that this course will be timetabled for a day and a half a week. It is likely that this will be a full day on a Tuesday and a half day on a Friday. The majority of learning is likely to take place online, with teaching and resources made available during the timetabled sessions. Practical units with a larger requirement for on-site delivery are likely to be scheduled to take place in the second semester (Feb-June).
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## Social Work

*Please be very clear that the information below is still provisional.*

<b>BSc (Hons) Social Work</b>	<p><b>Year 1-</b> This course is likely to be timetabled for a Monday, Tuesday and Wednesday. There is likely to be a blend of on-site and remote learning for this course. Remote learning will be scheduled to take place in line with the timetabled sessions, and will likely include elements such as live sessions, independent learning activities, group forum discussions and tutorials. We will continue to review the split of remote vs. on-site learning over the coming months in line with both public health guidance and student feedback.</p> <p><b>Year 2 –</b> Students will return during the week commencing 7<sup>th</sup> September for an intensive week of preparatory delivery before going on placement. It is not yet confirmed whether the delivery during w/c 7<sup>th</sup> September will take place remotely or on-site. From January, after placement is complete, this course is likely to be timetabled for Wednesday and Thursday.</p>
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## Sport

*Please be very clear that the information below is still provisional.*

<b>HND Sport</b>	It is likely that both Yr 1 and Yr 2 will be timetabled for a day and a half a week. It is likely that for both years this will be a full day on a Tuesday and a half day on a Friday. The majority of learning is likely to take place online, with teaching and resources made available during the timetabled sessions. Practical units with a larger requirement for on-site delivery are likely to be scheduled to take place in the second semester (Feb-June).
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