

Dear apprentices, employers, parents and carers,

Nova Training are working incredibly hard to ensure that our apprentices can access learning whilst employer premises are closed or we are unable to gain access.

Our dedicated Apprentice Coaches have responded brilliantly in this time of crisis and have created virtual on-line classrooms and paper-based resources to both engage and challenge apprentices with contextualised learning, bringing the teaching and learning to life in the home or work environment. All apprentices can now access their learning by downloading the Microsoft Teams application. If there are issues logging in please email [info@novatraining.co.uk](mailto:info@novatraining.co.uk).

Apprenticeship courses are funded in the main by the ESFA which has strict rules to comply with regarding evidencing that learning is taking place. It is therefore vitally important that every apprentice engages with us during this period and completes the work that is set for them.

Where apprentices do not engage (unless for reasons of ill health), we may have no alternative but to exit them from programme, which of course will impact on learning the skills they need to carry out their role in the workplace and possibly their future career.

If any Nova apprentice is experiencing difficulty in gaining access to our on line learning platform and would like to speak directly to one of the teaching team then please make contact with us immediately on our central mobile number of 07891 246479 or calling 01902 716100 or email us at [info@novatraining.co.uk](mailto:info@novatraining.co.uk) and one of the team will get back to you.

Stay safe and kind regards,

*Nova Training*

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