

# IA- Learner Contact- TO DO LIST

Priority	Due Date	What	Who	In Progress	Done
High	10-02-2022	Review at risk list and identify possible alternative qualifications	[Redacted]	Started, [Redacted] to confirm with TC's possible Roles and [Redacted] to confirm with [Redacted] conflicts of funding.	Yes
High	11-02-2022	All to agree to the learner script and to add – amendments as comments on the shared version	[Redacted]	Current – Complete and adapted for each circumstance – Option 1- progression- Option 2- leaver.	Yes
High	11-02-2022	[Redacted] to contact the employers – of the at risk register and ensure that they are aware of the changes and learners that are affected. _ Now amended to [Redacted] to contact the learners and employers together and to update the [Redacted] via email, of possible progression routes.	[Redacted]	There is one learner that will need to be contacted before this Friday 11-02-2021- [Redacted] pick up with the employer before Friday please?	In progress- one learner is still yet to be told.
High	14-02-2022	All learners to be contacted via telephone ( using the script) and at risk register to be updated and new route to be identified- or term to proceed.	[Redacted]	In progress, [Redacted] to email today and book appointments for this week, follow up with telephone call if no	One learner left to be told.

				responses. 17-02-2022	
<b>High</b>	07-02-2022	Can learners have access to Moodle and SA – or be certified by Educ8 for the legislation unit.	[Redacted]	Email now sent – awaiting confirmation- All names to be sent to [Redacted] for access to the Moodle for one year- from 21-02-2002. To be reviewed after 6 Months.	
<b>High</b>	21-02-2022	All learners to be contacted by [Redacted] that can progress with an alternative award- as identified on the at risk register.	[Redacted] This will now be done in attendance with the [Redacted] on the visit.	[Redacted] currently working together to contact the learners- once email confirmation has been sent.	In progress
<b>High</b>	21-02-2022	Term paperwork to be completed – as identified on the at risk register.	[Redacted]		
<b>High</b>	14-02-2022	Confirmation emails to be sent to the learner-employer, with reference lists and marketing materials of prospected awards.	[Redacted]	In progress and [Redacted] copied in.	
<b>Medium</b>	08-08-2022	Monitor progress of Moodle ( from at risk register), delete if not accessed, as over 6 months.	[Redacted]		

**NOTES:**

Free courses for learners

<https://www.open.edu/openlearn/health-sports-psychology/understanding-mental-capacity/content-section-overview?active-tab=description-tab>

<https://www.scie.org.uk/e-learning/advocacy-care-act>

Learners to be made aware that Moodle accounts can be accessed for a one year period. [Redacted] to monitor over 6 months, to view progress.