

## **Plans for Academic Year 2021-22 - 10/08/2021**

### ***COVID measures***

In line with most up to date government guidance, rooms will be arranged to accommodate staff and students with 1m social distancing. Previous control measures will remain in place such as face-coverings in corridors and communal areas and regular use of hand sanitiser. Ventilation will be monitored to ensure it is sufficient.

Fridays at the Lerwick campus are being reserved for SFW and as this cohort remains largely unvaccinated, numbers will be limited while the school groups are in to avoid potential transmission. At the Scalloway campus it is possible to segregate the school students from the wider student community so some other classes will continue on Fridays.

Government guidance continues to require a blended learning approach to all teaching with a focus on all students having some on campus time each week where appropriate. Timetables and teaching materials until at least October 2021 are being organised on this basis.

Timetabling and room information is being transferred onto CELCAT which will enable staff to see across the campuses what rooms are available to accommodate class sizes. Staff will be able to book rooms appropriate to the class size and to the facilities within the rooms. We are also having to review the use of VC suites. This should facilitate better space utilisation and aid in the ability to bring students to site with distancing.

Staff will be continuing to work from home where practical in line with government advise.

SMG and the COVID 19 monitoring group will continue to monitor government guidance and local restrictions and make changes to the approach where appropriate.

### ***Induction***

As a consequence of the COVID measures and lessons learnt from the increased use of remote technology, induction this year will be formed of a mixture of online and in-person sessions to fit in with individual circumstances. The first 2 days will be delivered remotely and then students will be invited to campus for a brief face to face induction.

### ***Recruitment and retention***

Accepted applicant numbers across most areas are comparable to previous years, though the pandemic has had an impact.

#### **Lerwick Campus:**

Date	31/07/19	29/07/2020	28/07/2021
FE/FT	57	43	38
FE/PT	81	102	75
HE/FT	66	92	66
HE/PT	48	44	57
Total	252	281	236

These are the figures as of 28/7/21 so it is possible that the numbers will increase as we may have some last-minute activity upon the confirmation of SQA results being received on 10/8/21 for example. These figures are based on applications and do not take into account returning students such as those on 2-4 year programmes.

**Scalloway campus:**

Enrolments	2020/21	Accepted Applicants	11/07/2021
FE/FT	21	FE/FT	14
FE/PT	243	FE/PT	172
HE/FT	21	HE/FT	35
HE/PT	7	HE/PT	11
Total	296	Total	232

Please note that the 2020/21 figures reflect enrolments for the year so we would expect the numbers from August 2021 for the coming AY to rise to similar figures.

The figures above do not include FE/PT courses that begin part way through the AY along with short courses and those delivered by our staff that were previously part of Train Shetland.

The impact on industry of the COVID 19 pandemic and the resultant difficulties that certain businesses find themselves in correlates with a drop in numbers on certain work-based courses. Additionally, we are quite a few students choosing to stay on at school for an extra year. Also, the rise in demand for accommodation in Shetland has seen some students choosing not to study here due to the challenges in finding somewhere to stay.

However there continues to be a strong uptake for our popular schools and full time FE programmes. Furthermore, we are seeing a good return rate for students continuing on to subsequent years of their courses. Our Skills For Work Programmes continue to be popular with 97 places taken up this year which is on a par with numbers from previous years.

**Short Courses, Lerwick Campus (formerly Train Shetland Short Courses)**

Continued easing of government restrictions have enabled us to increase the number of courses run from May to July this year, almost matching our pre Covid 19 levels. However, 2m social distancing has had an impact on the numbers of delegates able to attend all our courses. Room hire is also proving to be slow to pick up as restrictions ease.

In accordance with the latest government guidance, we have rearranged our rooms to accommodate delegates with 1m distancing as opposed to 2m. This will enable us to increase the number of delegates attending each course.

We have been in touch with Business Gateway, but they have not resumed face to face courses but instead are currently running online webinars.

	Number of delegates (May-July)			Number of Courses (May-July)		
	2021	2020	2019	2021	2020	2019
Room Hire	-	-	-	6	-	44
Exams	16	-	25	-	-	-
Admin/Management	22	-	34	4	-	3
Business Gateway	-	-	25	-	-	6
CPCS	-	-	6	-	-	1
Driving Courses	20	-	20	3	-	1
Fire Extinguisher/Fire Safety	22	-	53	2	-	6
First Aid	85	-	80	16	-	9
Health & Safety	24	-	66	4	-	6
MEWP & PASMA	-	-	9	-	-	1
New Roads and Street Works	-	-	5	-	-	1
Training and Mentoring	10	1	-	2	1	-
Online Course- Covid RA	10	-	-	1	-	-
Totals Excluding Room Hire/Exams	193	1	298	32	1	34

Two of our Short Course Administrators have left the team during June and July. We hope to begin recruitment soon for a new Administrator.

For the new academic year, we will progress with our plans to work with lecturing staff to develop new courses in administration and ICT whilst also looking for other areas to develop courses in. Online courses will continue to be offered as well as face to face as this seems to be a preferred option for some at present. We will also complete development of our blended learning course, Recruitment and Selection, for SIC.

### **Vocational Training, Lerwick Campus (formerly Train Shetland, Vocational Training)**

Train Shetland, Vocational Training was successful in our bid with SDS for apprenticeships for 2021/2022. We were awarded 97 places, a small decrease from 100 in 2021/2022. Since the merger, SDS have now issued our finalised single contract for the new organisation. There has been no change to the numbers awarded.

Our staff continue to work mainly from home with occasional visits to the office when it is considered essential. Face to face reviews and inductions with apprentices have restarted for all sectors except for care homes in the Care Sector.

Most of our apprentices have been able to make progress towards their qualifications where colleges have been able to offer blended learning. The progress of 10 of our current apprentices has

been delayed by as much as a year due to Covid issues at the colleges they attend with some having blocks of training cancelled.

We have been unable to visit any schools since the beginning of Covid 19 but hope to be able to resume this in the new academic year.

We have advertised 7 apprenticeships for businesses in June and July and we expect more during August as we approach the start of the college academic year.

SDS have recently undertaken a Thematic Review with us as part of their Quality Assurance procedures. The review included looking at a sample of our apprentice reviews and having discussions with apprentices, employers and staff. We were given verbal feedback which was very positive and highlights that we have effective practices when reviewing apprentices. A written report from SDS will follow.