

BPP ActEd Apprenticeship Update

20 March 2020

Dear Actuarial Apprentices

Covid-19 Update

As you will appreciate, this is a fast-moving situation and it is important that BPP centrally co-ordinates our communications to you and students on other programmes.

As you may have seen from other announcements, we are constantly reviewing and implementing advice from Public Health England and are undergoing a huge amount of contingency planning to keep our staff and students safe.

Please regularly check for student updates on your programme VLE and the links below:

<https://www.bpp.com/study/support/coronavirus-advice>

https://www.acted.co.uk/news_update.html

There are two guiding principles we are following in connection with COVID-19:

- 1. Keeping our students and staff safe;*
- 2. Trying to ensure that education continues and that the students will have an opportunity to complete their studies and examinations on time.*

Examinations

We are sure you will have questions about arrangements for upcoming exams.

The IFoA have published their COVID-19 policy here:

<https://www.actuaries.org.uk/coronavirus-policy>

This includes latest information about planned exam arrangements (L7):

<https://www.actuaries.org.uk/studying/exam-bookings/exam-dates-2020/update-covid19-students-booked-april-2020-exams>.

There is not yet any specific news from CAA-Global. However you can monitor Pearson Vue's (the exam test centre) situation and advice here (L4):

<https://home.pearsonvue.com/coronavirus-update>.

Please check these pages regularly for updates. ActEd and your tutor/coach do not have any information beyond that published by the IFoA/CAA. Please direct any queries directly to the IFoA/CAA.

Teaching

All face to face teaching for the remainder of this session has moved online from 20/3.

Live Online teaching carries on as scheduled. If your tutor is ill and unable to take your class, we will let you know in the usual way. If you are unable to attend, please let us know as usual (actedtutorials@bpp.com). We appreciate that the general ongoing disruption, as well as illness itself, may make it difficult to attend your usual scheduled session. Please do feel free to use the recording if needs be.

Portfolio submissions

We appreciate that the current circumstances may create practical difficulties in relation to submitting evidence in the usual way. In accordance with the second guiding principle referred to above, we are keen to support you to stay on track and not fall behind with your portfolio submissions.

Please contact your coach if you need any help or guidance in producing or submitting evidence.

Progress review meetings

In the current circumstances, all progress review meetings will be online/by phone. We understand that, due to disruptions in the workplace, it may be difficult for your supervisor to attend your regular progress review with your apprenticeship manager.

If your supervisor's availability potentially creates an obstacle to scheduling or attending a progress review, we would rather book and keep the scheduled review date, even if it means that, on this occasion, it will be carried out with you on a 1-2-1 basis instead of as the usual three-way review. These usual contact points become even more important in the context of current events.

End Point Assessments

For Level 4 apprentices, we currently expect booked EPAs to proceed remotely as planned. We will let you know if we hear otherwise from City & Guilds.

ActEd offices

ActEd's offices are currently working as normal and we are taking precautions to keep our staff safe and healthy. However, our service may be subject to disruption. We have plans in place to make sure we can continue to administer your tutorials and materials orders as normally as possible. Please continue to contact us through the normal email addresses and bear with us if we don't not respond as quickly as normal.

We hope that this update helps to reassure you in relation to some of the current planning taking place. These are challenging times and if you have any concerns at all, please do not hesitate to contact me or your coach in the first instance.

You can contact us on the usual email addresses (actuaryL7@bpp.com and actuarialapprenticeships@bpp.com) .

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