

# First Polymer Training Contingency Crisis Plan

Doc Ref: FPT-Contingency Plan- WV- 02

## PART 1 - INTRODUCTION

### 1.1 PURPOSE

The Purpose of this Contingency Plan is to establish procedures to continue the delivery of our QQI accredited training programmes with the support of a Learning Management System (Moodle), during the Covid -19 crisis.

The following objectives have been established for this plan:

1. To ensure that documented contingency measures are integrated into the FPT Quality Assurance system and approved by the Steering Group.
2. To ensure that the contingency plan is informed by the participation of external online/blended learning expertise.
3. To identify the QQI-accredited programmes that can be delivered online
4. To establish the format and scheduling of online training and assessment
5. To provide up-to-date information to all relevant stakeholders (i.e. learners, tutors, staff, employers) in relation to the changes to programme delivery and assessment arising from the COVID situation
6. To support our tutors to transition to online learning by providing them with the necessary resources and training.
7. To implement the Moodle learning management system, providing secure access to tutors and learners.
8. To detail how internal verification/ external authentication / results submission will be completed.

### 1.2. SCOPE

#### 1.2.1 QQI accredited courses:

First Polymer Training offers a wide range of QQI accredited training programmes. These programmes tend to run over a period of four to five days, followed by an QQI approved assessment. All of our QQI accredited programmes lead to Minor Awards

A number of our courses cannot transfer directly to online due to the practical elements of the training. This table details our programmes and their status with respect to delivery.

<b>Course Title</b>	<b>On line option available</b>
Essentials of Mould Design	Yes
Plastic Material Selection	Yes
Product and Process Validation	Yes
Plastic Part Design	Yes
Plastic Materials and Processing	Yes
Programmable Logical Controllers	Not Available
Industrial Electrical Systems	Not Available
Injection Moulding Machine Setting	Not Available
Injection Moulding Process Optimisation	Not Available
Injection Moulding Process Control	Not Available

### 1.2.2 Fully online programmes

1. The online programmes will be implemented through our Moodle system.
2. Learners will be given access to the Moodle system once they have registered with us. Unique logins will be provided to each learner
3. All training modules will run as live sessions which will also be recorded to allow retrospective access by learners facilitating a review of the sessions. The Moodle system is capable of ensuring that all modules are completed in sequence and tracking learner participation.
4. The Moodle system also facilitates monitoring of learner progress throughout the course
5. Quizzes completed throughout the course will provide opportunities for formative assessment and give the tutor a clear indication of how the learner is progressing.
6. Course timetables will vary depending the course. The schedule is agreed by the Centre Manager in consultation with the tutors. The delivery schedule will be distributed over a longer timeframe, to accommodate the nature of online training in the context of COVID. This will be detailed on the course outline on our website.

### 1.2.3 Blended Learning programmes

7. FPT is looking at blended learning options for our core training modules which involve a practical element. This may take the form of on line theory session for 1-2 hours over a number of days, plus practical training in our process hall for 1-2 hours at a time.
8. FPT are working closely with Ibec on the development of the protocols necessary for blended learning to take place while COVID-19 restrictions are still in place. These protocols address issues such as learner numbers, cleaning of equipment, PPE, contact tracing etc.

## 2.0 Information to learners

1. The FPT website is the primary source of the most up-to-date programme information for learners
2. FPT will also communicate with potential and current learners of our QQI accredited courses on a regular basis, through email, phone, and via our Moodle platform. We will keep them updated on progress we are making on running courses on-line.
3. All employers and potential learners will receive information on our existing on-line programmes from our website which is constantly being updated.
4. We will only contact potential learners directly if they have agreed to receive updates on our courses. The option to opt-out at any time is available on each email sent out.
5. All participants attending QQI accredited programmes with First Polymer Training are classed as our learners for the duration of the programme and completion of the assessments.

### 3.0 Information to Employers

- As a lot of our programmes are practically based, we have advised employers that these programmes will not run for the foreseeable future
- There are no payment implications as course payment is not required until the courses are complete
- We advertise all our online programmes on our website.

### 4.0 Information to First Polymer Training Skillnet Tutors

- First Polymer Training Skillnet Tutors have been asked to review in detail the courses they deliver and adjust their training to accommodate online learning.
- Course content will remain the same to satisfy QQI programme validation criteria
- Exam assessments will be adjusted to online and will be accessed through our Moodle platform.
- Any projects/assignments will be submitted through our Moodle system, and Tutors will correct these online. Tutors will advise the internal verifier when the assessment have been corrected and the verifier will access the marked assessments via Moodle.
- Tutors will ensure that the Confirmation of Authorship document (signed by the learner) has been uploaded
- All tutors are required to read our GDPR policies and follow all guidance given in this regard.
- Our framework agreement with all tutors remains in place. There is no impact on their contractual arrangements or payments.

### 5. Programme Delivery

- Only theory-based programmes will be offered on line. All programmes involving a practical element will currently not run. Employers have expressed the importance of the practical elements of our training for their employees and are keen to wait until practical courses can run again as normal.
- The on-line programme will run through our Moodle system
- Trainees will be given access to Moodle once they have registered with us.
- Log in details will be forwarded to each individual, each receiving their own username and passwords
- All training modules will run live and will also be recorded.
- All trainees must complete each module in sequence before moving onto the next module
- The Moodle system allows us to monitor each trainee's progress throughout the course.
- Any quizzes completed throughout the course will give tutors a clear indication of how the trainee is progressing

### 6. Programme Assessment

- Only programmes that use written exam assessments and assignments as part of the assessment criteria will run on line
- Exam assessments will run at the end of the course through our on-line Moodle portal, and will be supervised. The exam times are set to open and close at set times, and will not be available before or after that time.
- When exams are open, our Moodle page prevents the opening of any other browser page, or document during the exam.

- An anti-plagiarism software from Urkund is installed on our Moodle which assesses for plagiarism on all assignment submissions.
- Options are available for the tutor to give pop quizzes throughout the course to test learning outcomes
- Feedback is given to each trainee either via the Moodle, email or telephone etc.

#### 7. Schedule

Course time table will vary. The delivery schedule will be distributed to accommodate the nature of online training in the context of Covid 19. This will be detailed on the course outline on our website.

First Polymer Training is also aware that trainees may have family commitments during the Covid -19 crisis so all our lectures will be recorded.

#### 8. Results approval

All on line QQI certified courses can still go through the process of Internal verification, external Authentication and results submission. Our internal verification and external authentication is completed through a secured site.

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#### **Reference Documents**

<https://www.teachingandlearning.ie/wp-content/uploads/10-Points-to-Consider-in-Choosing-Alternative-Assessment-Methods.pdf>

<https://www.teachingandlearning.ie/resource/selecting-online-alternatives-to-common-assessment-methods/>