

23.03.20

Dear Employer

KEITS have been following all of the latest Covid-19 advice as provided by HM Government and NHS, for the on-going safety of yourselves, your employees, to include apprentices, as well as our own staff. KEITS has taken the decision to move to an entirely virtual support for training and assessment for learning delivery model until further notice.

Your allocated Training & Assessment Consultant will be in touch with you and your apprentices/learners, to explain how this will work, if you have not already adopted this practice. It is anticipated that support will be provided through phone/virtual methods such as Skype and Facetime, at agreed intervals depending upon your planned working arrangements through this challenging period. If you have apprentices/Learners who are in self-isolation or following tighter restrictions in regards to movement, it is hoped that we can make use of this time to front load knowledge training, and to utilise Off Job Training (apprentices only). Then as working patterns return to a more normal arrangement we will be able to support development of skills and behaviours to keep apprentices/learners on track. If your apprentices/learners are still at work but with tighter restrictions we will work with you to agree suitable times for remote contacts to avoid added disruption to your business but at the same time ensure that progress with their learning is still being maintained.

Every apprentice/learner and employer will be reviewed on a case by case basis to endeavour to provide tailored support though this time. We hope that these new working arrangements will work effectively for you and your apprentices/learners during this time.

The government has announced an emergency grant to pay employee wages. The grant is called the Coronavirus Job Retention Scheme, and it covers:

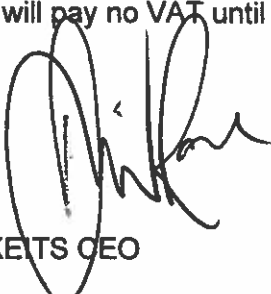
- * 80% of wages for any staff you retain but who can't work because of COVID-19.
- * A maximum of £2,500 per employee, per month.
- * As much as three months, until otherwise advised.

You may have heard the term 'Furlough' Friday's speech and although details are yet to be confirmed, we believe this to be akin to lay-off, but paid, while retaining all employment rights.

The government have promised that, "Any employer in the country – small or large, charitable or non-profit - will be eligible for the scheme." And, in addition to this;

- * You will pay no VAT until June 2020 at the earliest.

Kind regards



David Rose KEITS CEO