

Overview of Kaplan Support for Furloughed Accountancy and Tax Apprentices

In addition to support from their Talent Coach and Tutor

What to be learning/ developing?	How?
1 Professional qualification	<ul style="list-style-type: none">• Maintain academic study in 30 minute blocks. Courses being delivered as live online and printed materials still being dispatched as at 13 April.• Engage in the chat panel during Live Online to post questions to the tutor. Take notes as you would have done in class.• Engage through the course 'Activity Feed' on MyKaplan with the tutor and their peers with technical questions.• Contact our Academic Support tutors with any queries when you're not in a learning session. They're available 7 days a week and even on bank holidays. Log into MyKaplan and select 'Contact my tutor' on the top toolbar and select 'email a tutor' or 'request a call back'.• Talk to Student Services on 0161 2597400 or your Talent Coach if you need to adjust your timetable/study approach.• Take part in the new 'Booster' series.• Include learning in your training log.
2 Skills and Behaviours	<ul style="list-style-type: none">• Continue to work through modules on MyKapApp.• Ask your Talent Coach to send you the link for our new microsite to be used from home with further skills and behaviour development: Learning Through the Lockdown e.g. accounts and coding course and bite sized modules.• Reflect on what new skills you've developed.• Include in your training log.
3 Wellbeing and mental health	<ul style="list-style-type: none">• New Student Wellbeing site on the Kaplan Website - lots of resources.• Instagram Live series of talks on positive psychology; mindfulness and effective studying from home.• Headspace is providing free content "Weathering the Storm" - well worth listening to their short podcasts.• We can signpost to many other supportive organisations.• Wellbeing recording being issued via MyKaplan/Talent coaches w/c 20/4 - lots of resources/suggestions of support.
4 Safeguarding	<ul style="list-style-type: none">• Any concerns, please email us at Safeguarding@kaplan.co.uk

We have a pool of experienced tutors in our Academic Support team, who are available *7 days a week to answer your queries.*

Please go into [MyKaplan](#) and go into 'contact my tutor' on the top toolbar and select 'email a tutor' or request a call back. Their usual opening times are:

Monday - Thursday: 8am - 8pm | Friday: 8am - 5.30pm | Saturday: 9am - 5pm Sunday / Bank Holidays: 9am - 1pm