

NATTER

Issue 19

August 2011

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Welcome to the August edition of Natter.

We hope this newsletter continues to be a good source of news and information. Remember this news letter is for you, so if you would like to contribute to future editions please phone, fax or e-mail us (contact details above).

We hope you enjoy reading it.

Editor

NEWS



Nottinghamshire Training Awards & Graduation 2011

The Nottinghamshire Training Network Awards 2011 will build on the success of previous Awards and Graduation Events and will continue to celebrate and recognise the achievement, excellence and dynamism of Nottinghamshire individuals and employers. The Graduation Ceremony and Awards Dinner will be held on **26th January 2012** at the **East Midlands Conference Centre in Nottingham.**

The Awards Application's and Guidance Notes are **now available online** from the NTN website and must be completed by **3rd October 2011 before 4pm.**

The Graduation Reservation Form and Guidance Notes are also **available online** and must be completed by **11th November 2011 before 5pm.**

Please refer to the guidance notes located on the NTN website before completing any documentation.

www.ntn-wbl.org.uk

Employer of the month



Aviation Resources at Castle Donington have been nominated for Employer of the month by Frank Harrison. Rachel Espinoza is the manager of the unit although currently she is away on maternity leave. Over the last few months Frank has been working with Rebecca Shaw and Thomas Shields on their programmes and although the company has been under high pressure to delivery references to the company standards, they have consistently accommodated their people to work with Frank on their qualifications. Frank has been working with this company over the last 2 years and can confirm that they have always supported their people on development programmes and been keen to encourage progression. Both Rebecca and Thomas are keen to complete their current Administration level 2 programmes and progress to Admin level 3. Overall, Frank says it's a pleasure to be associated with Aviation Resources and to help support the development of their people.

Employer Meeting



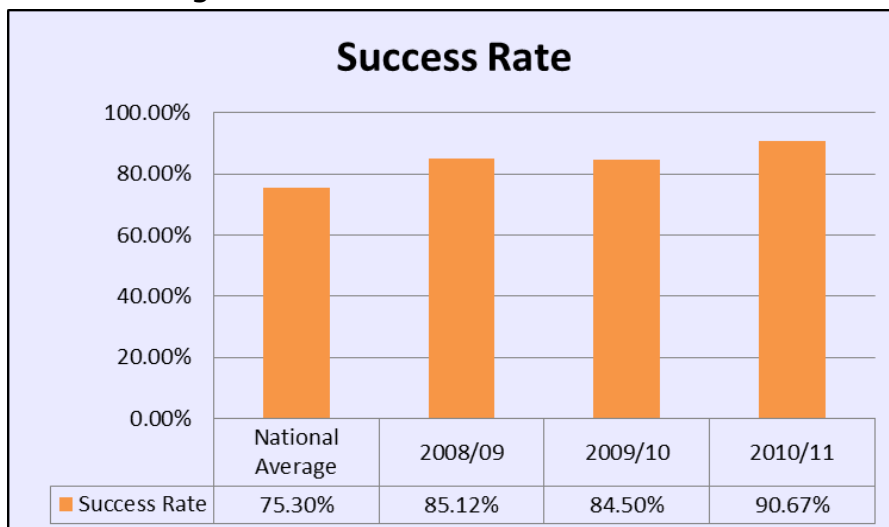
Prostart will be hosting our second employer meeting on the 8th of September in partnership with Acton's solicitors on the compliance with the ACAS code of practice on Disciplinary and Grievance Procedures and capability procedures. The meeting will take place at Prostart at 12:30pm – 1:30pm.

If you would like to attend this meeting please phone Claire Bates on 0115 9468182 or e-mail clairebates@prostartuk.co.uk

Success Rate

Over the last 3 years Prostart has demonstrated continuous improvement in the number of learners leaving our training programmes with a qualification.

Please see below a table of the success rates, which is a percentage of the achievers against the number of leavers. The table demonstrates our success rates against the national average.



Over the last 5 years Prostart have helped 637 learners achieve an NVQ or Apprenticeship Framework



Vacancies

Area	Position	Requirements
Hucknall	Apprentice Warehouse Personnel	Must be hard working and eager to learn
Sherwood	Apprentice Receptionist	Must have good communication skills
Castle Donnington	Accounts Assistant	Must have GCSE grade A – C in Maths and English or equivalent.

For further details on any of the vacancies above please contact our Recruitment Team on 08448150804

Equality & Diversity

Multifaith calendar for August 2011

- 1st** Lughnasadh - Lammas (Pagan) Ramadan (start) (Muslim)
- 6th** Transfiguration (Christian)
- 9th** Tisha B'Av (Jewish)
- 13th** Raksha Bandhan (Hindu)
- 15th** Dormition of the Theotokos (Christian)
Assumption of the Blessed Virgin Mary (Christian)
- 17th** Birthday of Marcus Garvey (Rastafari)
- 19th** Jamshedi Noruz (Shenshai) (Zoroastrian)
- 22nd** Janmashtami - Krishna Jayanti (Hindu)
- 24th** Khordad Sal (Shenshai) (Zoroastrian)
- 30th** Eid-UI-Fitr (Muslim)

Quote of the month - The biggest mistake is believing there is one right way to listen, to talk, to have a conversation -- or a relationship ~Deborah Tannen



Check out **The Blind Side** (2009) 129 min

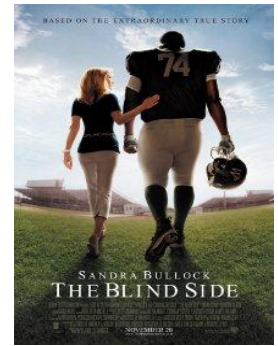
The story of Michael Oher, a homeless and traumatized boy who became an All American football player and first round NFL draft pick with the help of a caring woman and her family.

Director: [John Lee Hancock](#)

Writers: [John Lee Hancock](#), [Michael Lewis](#) (book)

Stars: [Quinton Aaron](#), [Sandra Bullock](#) and [Tim McGraw](#)

Taken from – IMBd – www.imbd.com



Reminders....

Current NMW rates

There are different levels of NMW, depending on your age and whether you are an apprentice. The current rates are:

- £5.93 - the main rate for workers aged 21 and over
- £4.92 - the 18-20 rate
- £3.64 - the 16-17 rate for workers above school leaving age but under 18
- £2.50 - the apprentice rate, for apprentices under 19 or 19 or over and in the first year of their apprenticeship

The age at which you become entitled to the main rate was reduced from 22 to 21 on 1 October 2010. The apprentice rate was introduced on the same date.

If you are of compulsory school age you are not entitled to the NMW. Some of your other employment rights are also different.

Rates from 1 October 2011

The NMW rates are reviewed each year by the Low Pay Commission and from 1 October 2011:

- the main rate for workers aged 21 and over will increase to £6.08
- the 18-20 rate will increase to £4.98
- the 16-17 rate for workers above school leaving age but under 18 will increase to £3.68
- the apprentice rate, for apprentices under 19 or 19 or over and in the first year of their apprenticeship will increase to £2.60

see www.directgov.uk for more details

The law on Agency Workers will change in October

If your organisation hires agency workers you need to be aware that from October this year their employment rights and your organisation's responsibilities will be changing.

Acas has released guidance online for employers – www.acas.org.uk

Health & Safety

HSE News – Cambridgeshire school fined over loft fall

<http://www.hse.gov.uk/press/2011/coi-e-3111.htm#?eban=rss->

Guidance on Managing Sickness absence in the workplace

<http://www.hse.gov.uk/pubns/indg399.pdf>

Red Cross News - Workplace facilities are on the rise

http://www.redcrossfirstaidtraining.co.uk/News/Workplace-fatalities-on-the-rise.aspx?utm_campaign=Workplace-newsletter&utm_medium=email&utm_source=lyris&utm_content=&utm_term=workplace%20fatalities

HSE Myth: Every possible risk needs a safety sign December 2007

The reality

Using too many signs just guarantees no one will read any of them.

Safety signs are useful when there's a significant risk which can't be avoided or controlled in any other way. But that doesn't mean you should add a sign for every possible risk, however trivial.

Where there are serious risks in your workplace, don't just rely on signs - take practical steps to deal with them. If you do need a sign, make sure it has the right symbol and is clearly visible.

<http://www.hse.gov.uk/myth/dec07.htm>



Achievers

Casey	Heather	Advanced Apprenticeship	in Management
Mitchell	Ellie Louise	Apprenticeship	in Business and Administration
Boddice	Hannah	Apprenticeship	in Business and Administration
Heaps	Aiden	Apprenticeship	in Customer Service
Cutts	Leigh	Apprenticeship	Certificate in Business and Administration (QCF)
Bird	Sarah	Apprenticeship	Certificate in Customer Service (QCF)
Marshall	Lisa Jayne	NVQ1	Certificate in NVQ Customer Service (QCF)
Cooper	Gary	NVQ2	in Team Leading
Uladovskaja	Nadezda	NVQ2	Certificate in Team Leading (QCF)
Chambers	Debbie	NVQ2	Certificate in Business and Administration (QCF)
Hill	Richard	NVQ2	Certificate in Team Leading (QCF)
Dediuskiene	Zivile	NVQ2	Certificate in Team Leading (QCF)
Cocum	Teresa	NVQ2	Certificate in Team Leading (QCF)



Also congratulations to the following learners who have received promotions at work in the last few months:-

Burrell	Andrew
Hill	Melissa
Coussell	Angela
Bayes	Louise
Power	Stacey

The Wall

If you'd like your comments posted on 'The Wall' please e-mail info@prostartuk.co.uk or visit Prostart's Facebook page and post a message.

Tips of the month

Disk Cleanup

The Disk Cleanup tool helps you to free up space on your hard disk to improve the performance of your computer. The tool identifies files that you can safely delete and then enables you to choose whether you want to delete some or all of the identified files.

To use Disk Cleanup:

In the **Start menu**, click **All Programs**, click **Accessories**, click **System Tools**, and then click **Disk Cleanup**.

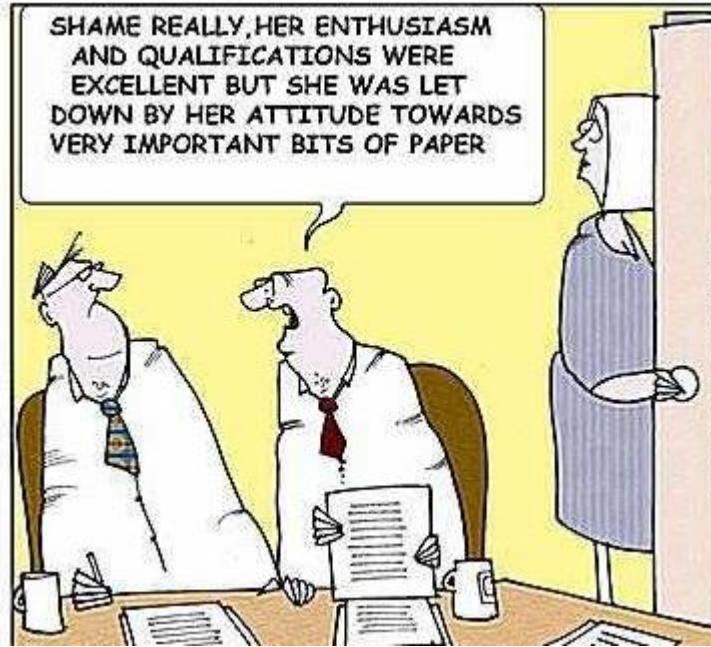
Disk Defragmenter

The Disk Defragmenter is an application developed by Microsoft and is included in Windows operating system. The design is actually a technique that speeds up the access on to files by rearranging those stored on a disk to occupy storage locations. This will optimize a computer program's ability to read and write files to and from the disk by "minimizing head travel time and maximizing the transfer rate.

To use Disk Defragmenter

In the **Start menu**, click **All Programs**, click **Accessories**, click **System Tools**, and then click **Disk Defragmenter**.

Quote



Health Corner - Food of the month

Denise's (Healthy Food in the spotlight)



Cashews

High in Vitamin K

amount	minerals contained	vitamins contained
One ounce of raw, unsalted cashew nuts contains 5.17 grams of protein, 157 calories and 0.94 grams of fiber.	Potassium	- 187 mg
	Phosphorus	- 168 mg
	Calcium	- 10 mg
	Magnesium	- 83 mg
	Iron	- 1.89 mg
	Sodium	- 3 mg
	Manganese	- 0.469 mg
	Zinc	- 1.64 mg
	Copper	- 0.622 mg
	Selenium	- 5.6 mcg
Also contains trace amounts of other minerals.		Vitamin C - 0.1 mg Vitamin B1 (thiamine) - 0.12 mg Vitamin B2 (riboflavin) - 0.016 mg Niacin - 0.301 mg Pantothenic Acid - 0.245 mg Vitamin B6 - 0.118 mg Folate - 7 mcg Vitamin E - 0.26 mg Vitamin K - 9.7 mcg Contains some other vitamins in small amounts.

Vitamin K is fat soluble and plays a critical role in blood clotting. It regulates blood calcium levels and activates at least 3 proteins involved in bone health.

Health Corner - Food of the month

...And for those that missed the June Food of the month...

Denise's (Healthy Food in the spotlight)



Bamboo shoots

High supply of Potassium

amount

minerals contained

vitamins contained

One cup of bamboo shoots, cooked, boiled, drained with no added salt has 1.84 grams protein, 14 calories and 1.2 grams dietary fiber.

Potassium - 640 mg
Phosphorus - 24 mg
Magnesium - 4 mg
Calcium - 14 mg
Iron - 0.29 mg
Sodium - 5 mg
Zinc - 0.56 mg
Copper - 0.098 mg
Manganese - 0.136 mg
Selenium - 0.5 mcg

Niacin - 0.36 mg
Vitamin B1 (thiamine) - 0.024 mg
Vitamin B2 (riboflavin) - 0.06 mg
Pantothenic Acid - 0.079 mg
Vitamin B6 - 0.118 mg
Folate - 2 mcg

Also contains small amounts of other minerals.

Contains some other vitamins in small amounts

Potassium is essential for the body's growth and maintenance. It is necessary to keep a normal water balance between the cells and body fluids.

Potassium plays an essential role in proper heart function. Deficiency may cause muscular cramps, twitching and weakness, irregular heartbeat, insomnia, kidney and lung failure.

Save a Packet on the High Street

Good News! All learners are entitled to sign up for the free UCAS card.

- Save a packet on the high street with your UCAS discount card.
- Information about the courses and universities you're interested in.
- Expert help from Giles, the UCAS adviser with all the reminders, hints and tips.
- Free copies of *The Independent's 'You Can'* magazine delivered to your door.
- Unlimited use of yougofurther.co.uk, the UCAS student network website.



Register at www.ucas.com/ucascard

Thanks for reading!

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Vision: 'To inspire individuals to fulfil their potential and to build excellence through effective training partnerships'