

**Welcome** to the January 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 contact us.

We hope you enjoy reading it.

*Editor*

**If you require this newsletter in an alternative format such as larger print, audio or different language please call us on 0844 815 0804 or e-mail [info@prostartuk.co.uk](mailto:info@prostartuk.co.uk).**

**HAPPY ★ NEW ★ YEAR**

## News

Congratulations to our learner Scott Worthington who has been promoted to Deputy Team Manager for Administration as from 16<sup>th</sup> January 2012.

### Nottinghamshire Training Network Award Finalist

County Health Partnerships (CHP) has reached the final stage of Nottinghamshire Training Network's, Work Based Learning Awards 2011, in the Employer of the Year category. CHP currently has over 20 apprentices studying either Business Administration or Health and Social Care. Sue Stronach the Trust Lead comments ' It gives me great pleasure to work with our apprentices; they are the workforce of the future. We have built excellent relationships with our Training Providers, which ensures we give our young apprentices the best possible experience'.



# Hellos



**Graham Leggett joins Prostart as a part- time Assessor to deliver Sales**



## **Adult Learners' Week- online nomination prize draw!**

Nominations are now open for the 2012 Adult Learners' Week (England) Awards. People can nominate someone they teach, a colleague, a relative or a friend and give them the recognition they deserve for their outstanding learning achievements.

If you complete your [online nomination](#) by 5pm on Monday 16th January, **you could win a £200 voucher to put towards a concert, show or event of your choice for you and your colleagues.**

For more information about how to nominate for the Adult Learners' Week Awards 2012, visit [www.alw.org.uk](http://www.alw.org.uk), email [alw@niace.org.uk](mailto:alw@niace.org.uk), or phone the NIACE Adult Learners' Week Team on 0116 204 4200



# Careers Guidance Update

It's been reported that over the latest quarter the number of 16 to 24 year olds officially out of work increased to just less than one million, the highest total since comparable records began in 1992. Adding the inactivity rate and the jobless figures together, 50% of 16 to 24-year-olds are now unemployed. Include the fact that employers find too many young people lack employability skills for example customer awareness, self-management and problem solving, young people clearly need a strategy for employment success.

In addition to developing key employability skills that are highly sought after by employers, young people need to learn how to differentiate themselves from others to stand out from the crowd.

Simon Middleton, founder of Brand Strategy Guru and one of the UK's best known brand experts wrote: "Buried in almost every CV that I've seen, there is a story of an achievement, or a skill, or an approach, which has the potential to help an individual stand out from the crowd."

Here are 5 Top CV Tips:

**Show what makes you unique** - For every job you apply for you could be up against hundreds of other candidates so you need to make sure you stand out. Employers don't just buy skills, they buy solutions, so show how can you make the company money and how can you resolve the problems that they have

**Choose a clear layout** - Employers spend around 20 to 30 seconds scanning your CV so it needs to remain clutter-free and easy to read. The last thing a recruiter wants to do is to go hunting for the information that they are looking for so don't hide it amongst an array of elaborate graphics

**Tailor your CV to your audience** - It may sound like a time consuming process, but making the effort to tailor your CV to suit the requirements of each particular job that you are applying for can greatly increase your chances of securing an interview

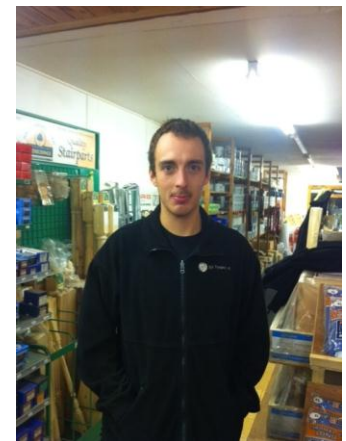
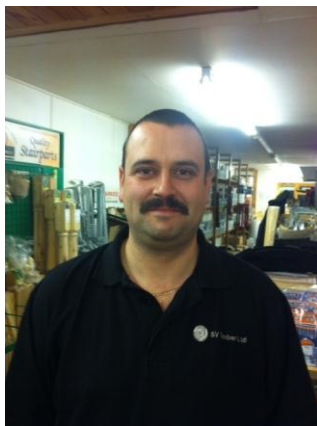
**Keep it error free** - It's deceptively easy to make mistakes on your CV and exceptionally difficult to repair the damage once an employer gets it. As well as checking your spelling and grammar make sure your employment dates match up and that you've provided the right phone number and email address

**Keep your CV up-to-date** - When you put together a CV it's often difficult remembering the projects you have been involved with and the achievements you have made. To avoid missing important pieces of information out, revisit your CV every month adding anything of importance, and cutting any information that is no longer required

Finally check that your social media tools like Twitter, Facebook and YouTube promote the right image to a future employer.

# Movember Progress so far....

During November each year, Movember is responsible for the sprouting of moustaches on thousands of men's faces in the UK and around the world. The aim of which is to raise vital funds and awareness for men's health, specifically prostate cancer and other cancers that affect men. Our very own SV Timber in Ilkeston are fully supporting this year's Movember campaign by sprouting moustaches all in aid of charity!!



**Midway**



**Near the end**

# Employer of the month



Jane Hooley

NHS Children's Centre- City Hospital

Dawn Bridgett would like to nominate Jane Hooley at the City Hospital Children's Centre for always making her feel welcome and part of the team, Jane is a great believer in the apprenticeship program and has put through 2 apprentices so far who have gone on to secure permanent positions within the NHS.

Jane has supported all her team members to undertake qualifications and always gives Dawn the time & support needed to work with the learners.

Thank you Jane

## Tip of the month

Have your desktop icons disappeared? Perhaps they are hiding. If you can't see your desktop icons then maybe it is because you have them not showing. To check, right click the desktop background, then select '**Arrange Icon By**' on the menu and make sure '**Show Desktop Icons**' is selected. Also, the shortcut to see the desktop is hold the **windows** key (button usually between the '**Ctrl**' and '**Alt**' keys) and then press '**D**'.



## Vacancies

Area	Position
Lenton	Business Administration
Arnold	Business Administration
Long Eaton	Business Administration
Ilkeston	Business Administration
Wollaton	Sales
Draycott	Business Administration
Strelley	Information Governance Apprentice
Cotgrave	Business Administration

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

# Equality & Diversity Update



Today, 03 January 2012, at the Old Bailey, two men were convicted of the murder of the teenager Stephen Lawrence in April 1993. In response to the ruling, Chair of the Equality and Human Rights Commission, Trevor Phillips, said:

"Stephen Lawrence's murder was a turning point for Britain; it changed us all. Most people today see racial prejudice as a secular sin that is not to be tolerated.

"One legacy of his tragic death was a significant change to race discrimination law. This goes way beyond how the police handle hate crimes, it gets to the very roots of how any public body considers and deals with discrimination of all kinds."

*Equality and Human Rights Commission.....*

## **27 January 2012 - Holocaust Memorial Day:**

Holocaust Memorial Day is about commemorating and continuing to learn from the events of the Holocaust. HMD is marked each year on 27 January – the anniversary of the date of the liberation of Nazi death camp Auschwitz-Birkenau. [projectbritain.com](http://projectbritain.com)

For further information <http://hmd.org.uk/>

## **Safer Internet Day 2012:**

Tuesday 7th February 2012 - Safer Internet Day (SID)

We will be hosting the Parents' and Carers' Guide to the Internet, ready to broadcast anywhere from schools and offices, to phones and homes... This will be a short TV-style programme which you can download or stream from the Thinkuknow site. The programme will be an entertaining and light-hearted look at what it's like to bring up children in the online world – featuring clips and tips from some surprising sources!

We want you to reach out to the parents and carers linked to your organisation to get them to tune in to the event. Here's how you can do this:

- You can run a parent and carers event at your organisation, showing the programme and following it up with activities that we will provide;
- You can encourage parents and carers to watch the programme from the comfort of their own homes if they are unable to attend your session;
- You can get children and young people involved using activities supplied by CEOP prior to the event; and
- You can get involved with the event through interacting directly with the CEOP Team on the day.

With your help, this could be the biggest parents' evening in the world...ever!

<https://www.thinkuknow.co.uk/Teachers/Safer-Internet-Day/>

## Multi faith dates for January 2012 are as follows:

### **1st - New Year's Day (Secular )**

The start of the Western calendar year

### **[Oshogatsu \(or Shogatsu\) \(Shinto \)](#)**

Shinto New Year, one of the most popular occasions for shrine visits.

### **5<sup>th</sup> - [Birthday of Guru Gobind Singh \(Nanakshahi calendar\) \(Sikh \)](#)**

Guru Gobind Singh (1666-1708) was the tenth and last of the Sikh Gurus. He instituted the Five Ks and established the Order of the Khalsa.

### **6<sup>th</sup> - [Epiphany \(Christian \)](#)**

Celebrates the visit of the wise men (the magi) to the infant Jesus. In the East, where it originated, the Epiphany celebrates the baptism of Jesus by John the Baptist in the River Jordan. (Catholics and Episcopalians celebrate this separately: see Baptism of the Lord) Also known as Dia de los Reyes (Three Kings Day).

### **Christmas Day (Armenian Orthodox) ([Christian \)](#)**

Armenian Christians celebrate Christ's birth at Epiphany, except for Armenians in the Holy Land, who celebrate Christmas on January 19th.

### **Theophany (Orthodox) ([Christian \)](#)**

Orthodox churches mark the baptism of Jesus on this day.

### **7<sup>th</sup> - [Christmas Day \(Ethiopian\) \(Rastafari \)](#)**

Rastafarians believe Ethiopia to be their spiritual homeland, and a place to which they want to return.

### **[Christmas Day \(Orthodox\) \(Christian \)](#)**

Most Orthodox churches use the Julian rather than the Gregorian version of the Western calendar. As a result, they celebrate Christmas 13 days later than other Christian churches.

### **8<sup>th</sup> - [First Sunday after Epiphany \(Christian \)](#)**

Epiphany takes place on the 6th of January, but most Christians celebrate it on the first Sunday after that date.

### **Baptism of the Lord ([Christian \)](#)**

Commemorates the baptism of Jesus in the River Jordan by John the Baptist. Occurs on the first Sunday after Epiphany. Catholics and Episcopalians celebrate this holy day, but Eastern Christianity celebrates the baptism of Jesus at Epiphany.

### **14<sup>th</sup> - [Makar Sankranti \(Hindu \)](#)**

Makar Sankranti is one of the most important festivals of the Hindu calendar and celebrates the sun's journey into the northern hemisphere.

### **15<sup>th</sup> - [Seijin Shiki \(Adults' Day\) \(Shinto \)](#)**

Japanese who have reached legal adulthood (20 in Japan) in the previous year attend a shrine to give thanks.

### **18<sup>th</sup> - [Week of Prayer for Christian Unity \(start\) \(Christian \)](#)**

First celebrated in 1908. The days of 18-25 January (regardless of the days of the week involved) were originally chosen because they covered the days between the feast of St Peter and the feast of St Paul. Some churches and regions use a different week.

### **23<sup>rd</sup> - [Chinese New Year \(Chinese \)](#)**

### **28<sup>th</sup> - [Vasant Panchami \(Hindu \)](#)**

Dedicated to Saraswati, the goddess of learning and Brahma's wife. The festival marks the beginning of Spring.

### **31<sup>st</sup> - [Birthday of Guru Har Rai \(Nanakshahi calendar\) \(Sikh \)](#)**

Guru Har Rai (1630-1661) was the seventh of the Sikh Gurus



# Quotes

The person who gets the farthest is generally the one who is willing to do and dare.  
The sure-thing boat never gets far from shore

**Dale Carnegie**

The will to win, the desire to succeed, the urge to reach your full potential... these are the keys that will unlock the door to personal excellence

**Eddie Robinson**

## **I know why the caged bird sings by Maya Angelou**

A free bird leaps on the back  
Of the wind and floats downstream  
Till the current ends and dips his wing  
In the orange suns rays  
And dares to claim the sky.

But a BIRD that stalks down his narrow cage  
Can seldom see through his bars of rage  
His wings are clipped and his feet are tied  
So he opens his throat to sing.

The caged bird sings with a fearful trill  
Of things unknown but longed for still  
And his tune is heard on the distant hill for  
The caged bird sings of freedom.

The free bird thinks of another breeze  
And the trade winds soft through  
The sighing trees  
And the fat worms waiting on a dawn-bright  
Lawn and he names the sky his own.

But a caged BIRD stands on the grave of dreams  
His shadow shouts on a nightmare scream  
His wings are clipped and his feet are tied  
So he opens his throat to sing.

The caged bird sings with  
A fearful trill of things unknown  
But longed for still and his  
Tune is heard on the distant hill  
For the caged bird sings of freedom.

## The Wall

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

## Foundation Learning Update

In the week before the Christmas holidays, learners were helping out selling various goods for a local charity shop to help them raise money. Some of the learners were very proactive in producing a sign to try and get members of the public in to have a look around.

A special well done goes out to future sales woman: *Lisa Marshall*, who did a great job calling out to the public as they walked down the High Street, informing them of what was for sale inside.

Unfortunately it was very quiet on the day and so only a small amount was raised. A great effort made though, and fun was had by all who took part.



(Left to right: Jackie Cook, Lisa Marshall, Jade Swift)

# Health & Safety



## Getting started

How you manage the temperature of your workplace depends on whether it is [indoors](#) or [outdoors](#) and the normal operating temperature of that environment. You may also require very specific advice for your workplace for example on [heat stress](#), [dehydration](#) and [cold stress](#).

## ***Indoor workplaces***

You must provide:

- a reasonable working temperature in workrooms usually at least 16°C, or 13°C for strenuous work (unless other laws require lower temperatures);
- local heating or cooling where a comfortable temperature cannot be maintained throughout each work room (eg hot and cold processes);
- thermal clothing and rest facilities where necessary, eg for 'hot work' or cold stores;
- heating systems which do not give off dangerous or offensive levels of fume into the workplace
- sufficient space in work rooms.

## ***Outdoor work places***

When working outdoors the effects of the weather in this environment can potentially have a very serious impact on an employee's welfare if the risks have never been previously considered or managed properly. This impact may be immediate or it may occur over a long time period.

For example, exposure to the sun can cause skin damage including sunburn, blistering and skin ageing and in the long term can lead to an increased risk of skin cancer. Skin cancer is one of the most common forms of cancer in the UK with over 50,000 new cases every year.

People can avoid unnecessary exposure by such means as:

- Wearing long sleeve shirts or loose clothing with a close weave;
- Wearing hats with a wide brim;
- More frequent rest breaks;
- Taking breaks in the shade whenever possible;
- Scheduling work to cooler times of the day; and
- If possible, provide shade where work tasks are being undertaken.

Sun protection is important and people need to realise that sunburnt skin is damaged skin. A suntan is not a sign of good health.

# 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](http://yougofurther.co.uk), the UCAS student network website.



BSM

TOPSHOP

Register at [www.ucas.com/ucascard](http://www.ucas.com/ucascard)

## December Achievers

Martin Brown	Gemma	Apprenticeship	Certificate in Customer Service (QCF)
Munt Hill	Michael Anthony	Apprenticeship	Certificate in Business and Administration (QCF)
Barker	Samantha Jane	Apprenticeship	Certificate in Business and Administration (QCF)
Wolstencroft	Melissa	Apprenticeship	Certificate in Business and Administration (QCF)
Elvin	Laura Julie	Apprenticeship	Certificate in Business and Administration (QCF)
Mason	Alex	Apprenticeship	Certificate in Business and Administration (QCF)
	Laura	Apprenticeship	Certificate in Customer Service (QCF)
	Michaela	Foundation Learning	Certificate in Hairdressing and Barbering (QCF)

Congratulations to the following Foundation Learners for completing their Employability and Personal Development and ICT User qualifications:

### **EPD Level 1**

Gina Neal  
David Marland  
Jennifer Collinge  
Amaad Khan  
Micheala Mason  
Katrina Jellyman  
Beth Sharman  
Jack Lambert

### **ICT User Level 1 e**

Callum Stewart  
Steven Coleman

### **Maths Functional Skills Level 1**

Junaid Farrukh

### **ICT Functional Skills Level 1**

Callum Stewart



# Health Corner - Food of the month

Denise's (Healthy Food in the spotlight)

Spirulina (seaweed)



High supply of Vitamin E and rich in iron and other minerals

amount

minerals contained

vitamins contained

One cup of dried spirulina has 64.37 grams protein, 325 calories and 4 grams of dietary fiber.

[Potassium](#) - 1527 mg  
[Phosphorus](#) - 132 mg  
[Magnesium](#) - 218 mg  
[Calcium](#) - 134 mg  
[Iron](#) - 31.92 mg  
[Zinc](#) - 2.24 mg  
[Manganese](#) - 2.128 mg  
[Sodium](#) - 1174 mg  
[Selenium](#) - 8.1 mg  
[Copper](#) - 6.832 mg

[Vitamin C](#) - 11.3 mg  
[Niacin](#) - 14.358 mg  
[Vitamin B1](#) - (thiamine) - 2.666 mg  
[Vitamin B2](#) - (riboflavin) - 4.11 mg  
[Vitamin B6](#) - 0.408 mg  
[Pantothenic Acid](#) - 3.898 mg  
[Folate](#) - 105 mcg  
[Vitamin A](#) - 638 mg  
[Vitamin K](#) - 28.6 mg  
[Vitamin E](#) - 5.6 mg

Also contains small amounts of other minerals.

Contains some other vitamins in small amounts.

Like vitamin C, vitamin E plays a significant role as an antioxidant, thereby protecting body tissue from the damage of oxidation. It is important in the formation of red blood cells and the use of vitamin K. Many women also use it to help minimize the appearance of wrinkles, and mothers use it to help heal minor wounds without scarring, as it is valued for its ability to soothe and heal broken or stressed skin tissue.



## Thanks for reading!

To keep up to date with all the news at Prostart become a fan on Facebook or check- out Prostart's website.

