

NATTER

Issue 18

July 2011

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Welcome to the July 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



Congratulations to...

Chloe Cutts from Retford Hospital had a baby girl Gracie May 7lbs on the 27th of June. Both mum and baby are doing well. Prostart would like to pass on their congratulations to Chloe.

Success Story

Jackie Eccles the Centre Manager for The County Health Partnerships would like to congratulate Melissa Leigh, Apprentice Administration Assistant who has been successful in securing a permanent clerical officer/reception post at Oates Hill Health Centre, Sutton-in-Ashfield

Everybody who has worked with her here at Warsop Primary Care Centre wishes her well in her future role. Congratulations from everyone at Prostart!

www.prostartuk.co.uk

Learner Fund Raising Events

Chelsea is Skydiving from 10,000ft for the charity **Rainbows Hospice for children and young people**. Chelsea needs to raise at least £395 (more would be even better) for charity to do the jump.

People can donate via Just Giving page www.justgiving.com/Chelsea-Boardman

The jump will be on the 20th August at British Parachute Schools. People are welcome to go and watch if they wish. Chelsea will be paying £75 out of her own money (not donations) for the dive to be filmed and will happily send a copy to Prostart to watch.



Matt will be doing a sponsored abseil to raise some money for The Nottingham's charity of the year **Framework**. Framework helps homeless people to change their lives.

To donate go to: - <http://www.justgiving.com/matthew-danger-oliver/>

If there are any Prostart friends are in Nottingham on Friday 15th July (round 11:30ish) Matt will be going down then so come and listen to him scream!

Thanks for your support!

Lara Waldrom
Finance Department
Nottingham Building Society

Quotes

"Success is not measured by what you accomplish but by the opposition you have encountered, and the courage with which you have maintained the struggle against overwhelming odds."

Orison Swett Marden

"The first requisite of success is the ability to apply your physical and mental energies to one problem without growing weary."

-- **Thomas Edison**

"Everyone who got where he is has had to begin where he was."

- **Robert Louis Stevenson**



Job Vacancies



Customer Services Co-Ordinator

SPEX is a division of The Spatial Group providing a full range of international and UK mail services.

We are recruiting a Customer Services Co-Ordinator to work in a busy office environment.

The position involves direct contact with clients, primarily by phone and email, as well as with other departments internally. You will be responsible for handling customer requests and enquiries, preparing quotations, liaising with suppliers and providing proof of delivery. Therefore excellent communications skills are required.

A proven track record in a **business to business** customer services environment is essential. Good, geography knowledge, IT and organisational skills, a positive approach and a desire to succeed are necessary. Experience in a related industry is preferred.

Hours of work: 7.5 hours per day (9 am to 5:30 pm)

An application form will need to be completed.

For further information about this vacancy please contact Claire Bates on 0115 9468182

Further Vacancies

Area	Position
Nott'm City Centre	Business Administration
Beeston	Retail
Bestwood	Business Admin/Customer Service
Epperstone	Business Administration
Bulwell	Sales/Recruitment
Nott'm City Centre	Admin/Customer Service/Sales
Sherwood	Business Administration
Kirky-In- Ashfield	Business Administration
Nott'm City Centre	Business Administration/ IT
Edwalton	Help Desk & Support Analyst

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



Employer of the month



Fresenius Medical Care

Congratulations to Fresenius who won the Prostart Award for outstanding contribution to the Apprenticeship Programme at Prostart's fourth annual Awards Ceremony in June

Equality & Diversity

The First 100 Most Commonly Used English Words

Language - Although English has a massive vocabulary, the 100 most frequently used words make up 50% of all that we read and write. The 300 most frequently used words make up 65% of all that is written.

The first 25 most common words make up about one third of all printed materials in English."

Can you guess what the most commonly used words are ranked by frequency? Look on the last page of the bulletin to see how many you got correct.

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.



Regulations will give agency workers the entitlement to the same or no less favourable treatment as comparable employees with respect to basic employment and working conditions, if and when they complete a qualifying period of 12 weeks in a particular job.

Employment Tribunals will have the power to impose a fine of up to £5,000 per agency worker on employers found to be involved in illegal avoidance practices (for example hiring workers for up to 12 weeks then re-hiring them).

Acas has released [guidance](#) online for employers.

NUS Card now available to all learners

Now students in schools, professional organisations, distance learners & work based learners are able to buy an NUS Extra card and benefit from radical discounts and competitions.

How do I buy an NUS Extra card?

Go to the link below which explains how to order your card

<http://www.nus.org.uk/en/NUS-Extra/How-to-buy-NUS-Extra/>

Health & Safety



The HSE are asking for businesses to take part in the Red Tape Challenge...

'Health and safety regulations are designed to protect employees, employers and the public from harm arising from work activities. The Red Tape Challenge is a Government initiative offering people the opportunity to have their say on regulations that affect their everyday lives.'

Health and Safety regulation is one of six cross cutting themes open to comments from the public throughout the whole of the Red Tape Challenge campaign, but from 30 June, for a period of three weeks, it will be a key focus on the challenge website. The regulations have been divided into four different categories to enable people to comment on those most relevant to them or their area of work.

Health and safety should be proportionate to risk and the regulations should reflect that. The government has already started reforms to health and safety and the Red Tape Challenge will enable everyone to have their say on the regulations underpinning Great Britain's health and safety culture, whether they work in the field of health and safety or have experience of the regulation as an employee, business owner or member of the public.

We want to hear from everyone, whether you think that a regulation is well designed and provides vital protections, or if you think that a regulation is badly planned, badly implemented or simply a bad idea.'

To take part: -

<http://www.redtapechallenge.cabinetoffice.gov.uk/home/index/>

Achievers June

Burton	Rebecca	Advanced Apprenticeship in Customer Service
Allen	Amy	Advanced Apprenticeship in Business and Administration
Armstrong	Rachael	Advanced Apprenticeship in Accounting
Hughes	Bryony	Advanced Apprenticeship in Business and Administration
Betts	Elizabeth	NVQ2 Certificate in Customer Service (QCF) Certificate in Business and Administration
Freemantle	Stephen	Apprenticeship (QCF)
Marples	Thomas	Advanced Apprenticeship Diploma in Accounting (QCF)



The Wall

My experience at Prostart

I was sent to Prostart by my key worker due to issues I was having at school. I have been at Prostart for 4 weeks and I have met all the staff and they have helped me out quite a bit. They have got me a placement at a Beauty salon called D-fine and they have also helped me achieve 2 certificates: one in equality and diversity and the other one for health and safety☺.

The staff at Prostart are very easy to get along with and they help with things that you struggle on. They're polite and treat everyone fairly and they are very supportive and listen your problems.

At Prostart I'm doing a customer service course to help me try and get a job in the future. I think that the course is fairly easy and so far I haven't had any major problems with it.

By Lisa-Jayne Marshall ☺☺☺☺☺☺

Health Corner - Food of the month

Denise's (Healthy Food in the spotlight)

Swiss chard



High supply of Iron (almost as much as Beef)

amount	minerals contained	vitamins contained
One cup of Swiss chard, cooked, boiled, drained, has 3.29 grams protein, 35 calories and 3.7 grams of dietary fibre.	Potassium - 961 mg	Vitamin C - 31.5 mg
	Phosphorus - 58 mg	Niacin - 0.63 mg
	Magnesium - 150 mg	Vitamin B1 (thiamine) - 0.06 mg
	Calcium - 102 mg	Vitamin B2 (riboflavin) - 0.15 mg
	Iron - 3.95 mg	Vitamin B6 - 0.149 mg
	Sodium - 313 mg	Pantothenic Acid - 0.285 mg
	Zinc - 0.58 mg	Folate - 16 mcg
	Copper - 0.285 mg	Vitamin A - 10717 IU
	Manganese - 0.585 mg	Vitamin K - 572.8 mcg
	Selenium - 1.6 mcg	Vitamin E - 3.31 mg
Also contains small amounts of other minerals.	Contains some other vitamins in small amounts	

Most at risk of iron deficiency are infants, adolescent girls and pregnant women. Iron deficiency in infants can result in impaired learning ability and behavioural problems.

It can also affect the immune system and cause weakness and fatigue. To aid in the absorption of iron, eat foods rich in vitamin C at the same time you eat the food containing iron. The tannin in non-herbal tea can hinder absorption of iron.

Take iron supplements and your vitamin E at different times of the day, as the iron supplements will tend to neutralize the vitamin E. Vegetarians need to get twice as much dietary iron as meat eaters.

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

Answer to the First 100 Most Commonly Used English Words

The first 25 make up about one-third of all printed material in English. The first 100 make up about one-half of all written material, and the first 300 make up about sixty-five percent of all written material in English.

The First Hundred

1. the	21. at	41. there	61. some	81. my
2. of	22. be	42. use	62. her	82. than
3. and	23. this	43. an	63. would	83. first
4. a	24. have	44. each	64. make	84. water
5. to	25. from	45. which	65. like	85. been
6. in	26. or	46. she	66. him	86. call
7. is	27. one	47. do	67. into	87. who
8. you	28. had	48. how	68. time	88. oil
9. that	29. by	49. their	69. has	89. its
10. it	30. word	50. if	70. look	90. now
11. he	31. but	51. will	71. two	91. find
12. was	32. not	52. up	72. more	92. long
13. for	33. what	53. other	73. write	93. down
14. on	34. all	54. about	74. go	94. day
15. are	35. were	55. out	75. see	95. did
16. as	36. we	56. many	76. number	96. get
17. with	37. when	57. then	77. no	97. come
18. his	38. your	58. them	78. way	98. made
19. they	39. can	59. these	79. could	99. may
20. I	40. said	60. so	80. people	100. part

Extract from: <http://www.dyslexia-adults.com/51.html>

Thanks for reading!

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