



# NATTER

Issue 16

May 2011

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**Welcome** to the May 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

### Prostart Awards 2011

Prostart are holding their annual Celebration Event on Thursday 23<sup>rd</sup> June 2011 at The Village Hotel, Chilwell. This event is for all learners that have achieved between 1<sup>st</sup> April 2010 and 31<sup>st</sup> March 2011

If you are an employer delivering training with Prostart or on a training programme with Prostart you could have been nominated for one of these awards.

- Career Progression Award
- NVQ Achiever Award
- Foundation Learning Award
- Employer of the Year Award
- Apprentice of the Year Award
- Advanced Apprentice of the Year Award



If you would like to attend the awards event please contact Claire Bates on 0844 8150804 or e-mail: [clairebates@prostartuk.co.uk](mailto:clairebates@prostartuk.co.uk)

# Success Story

The NHS Leicestershire Cohort has now come to an end and it was lovely to see them all receive their certificates this month. The majority of the apprentices have received a 12 month fixed term contract with the NHS or have secured permanent posts within the NHS and other large organisations. Five of the apprentices managed to complete two qualifications whilst on their 18 month apprenticeship. We wish them all the best in the future and would like to welcome them back to Prostart to train with us when they have settled in to their new roles. Hope to see you all again soon!



## **My Experience at Prostart Training**

I have been with Prostart Training for 2 years and have been at a placement at D-fine. I studied customer service level 1 and administration level 2.

Prostart have helped me with telephone and communication skills, I am more confident when speaking to people over the phone or in person, I have done filing, the mail, making files, shredding files. Prostart have gave me advice and guidance to follow on my education to become a primary school teacher. Prostart helped me get into a routine which will help me in later life. Everything was explained well to me and if I had any questions they would do their best to help me. I have gained a lot from going to Prostart and would recommend this to friends.

*Chantelle*

# Employer of the month

Prostart training would like to thank the following companies who have sponsored the award categories at our annual Celebration Event on Thursday 23<sup>rd</sup> June 2011 at The Village Hotel, Chilwell.

Nottinghamshire Training Network (NTN)

BPP

Fresenius

SV Timber

AAA

MvB

Flowers: CBS & Elliott Clarke & Hayes

## Improve your spelling skills

SpellingRules is an application that teaches spelling rules in a dyslexia-friendly way.

You can read how the rules work, listen to examples, and play games to see if you've got them right. Note: The application might take a moment or two to load, depending on your internet speed. If you have problems viewing it, you might need to [update Adobe Flash Player](#).

<http://www.star-ts.com/spellingrules/free-spelling-game.shtml>

## Equality & Diversity

### Equality and Diversity Facts and Figures – part 2

20% of the workforce, 6.9 million people, has some form of disability or impairment (5)

Only 17% of people with a disability are born with their impairment, the majority acquire their impairment during their working life (5)

18% of men are likely to reach Senior Management or Board positions, but only 11% of women are likely to reach this level (6)

By 2011 80% of 2 million new jobs will be filled by women (7)

The average hourly rate earned by women is still only 87.4% that of men (8)

7.7% of the active workforce are from ethnic minority communities (9)

White graduates are three times more likely to be offered a position by a top UK company - But - only 18% of 18 year old white students are working towards a qualification, as opposed to 32% of Black Caribbean and 44% of Black African students (10)

Facts and Figures - source

5. Labour Force Survey, National Statistics Office, June 2005

6. Women and Equality Unit, June 2005

7. The 2011 Census, Office for National Statistics, May 2005

8. What is the pay gap..., 2006, Women and Equality Unit, January 2007

9. UK Annual Population Survey, 2004-2005

10. DFES, 2002, Commission for Racial Equality, 2004



# Equality & Diversity continued

## Multifaith calendar for May 2011

**May Sun 1: Beltane (Pagan)** - Pagans celebrate Beltane with maypole dances, symbolizing the mystery of the Sacred Marriage of Goddess and God.

**Yom Hashoah (Jewish)** - The Jewish Holocaust Memorial Day. The date is chosen as the closest date (in the Jewish calendar) to the Warsaw Ghetto Uprising.

**May Mon 2: Ridvan - twelfth day (Bahai)** - Marks Baha'u'llah's departure from the Ridvan garden.

**Birthdays of Guru Arjan Dev (Nanakshahi calendar) (Sikh)** - Guru Arjan Dev (1563-1606) was the fifth of the Sikh Gurus

**May Sun 8: Yom Hazikaron (Jewish)** - A day of remembrance on the day preceding Israel's Independence Day.

**May Mon 9: Yom Ha'atzmaut (Jewish)** - Israel's Independence Day

**May Tue 17: Wesak or Buddha day (Buddhist)** - The most important of the Buddhist festivals. It celebrates the Buddha's birthday, and, for some Buddhists, also marks his enlightenment and death. [Pictures of Wesak celebrations in Manchester](#)

**May Sun 22: Lag B'Omer (Jewish)** - A minor holiday on the 33rd day of the Omer commemorating a break in the plague during the lifetime of Rabbi Akiva.

**May Mon 23: Declaration of the Bab (Bahai)** - The Bab was the Forerunner of Baha'u'llah, founder of the Baha'i faith. His mission was to prepare the world for the coming of Baha'u'llah and he declared it in the evening of May 22 1844.

**Birthdays of Guru Amar Das (Nanakshahi calendar) (Sikh)** Guru Amar Das (1479-1574) was the third of the Sikh Gurus.

**May Sun 29: Ascension of Baha'u'llah (Bahai)** Anniversary of Baha'u'llah's death in 1892 near Akka, Israel

## Health & Safety

### Myth: Health and Safety bans celebration of the Royal Wedding!



For further information about Health and Safety Issues including latest news and guidance for both employers and individuals please go to <http://www.hse.gov.uk/index.htm>

# Quotes

Reasons why the English language is so hard to learn:

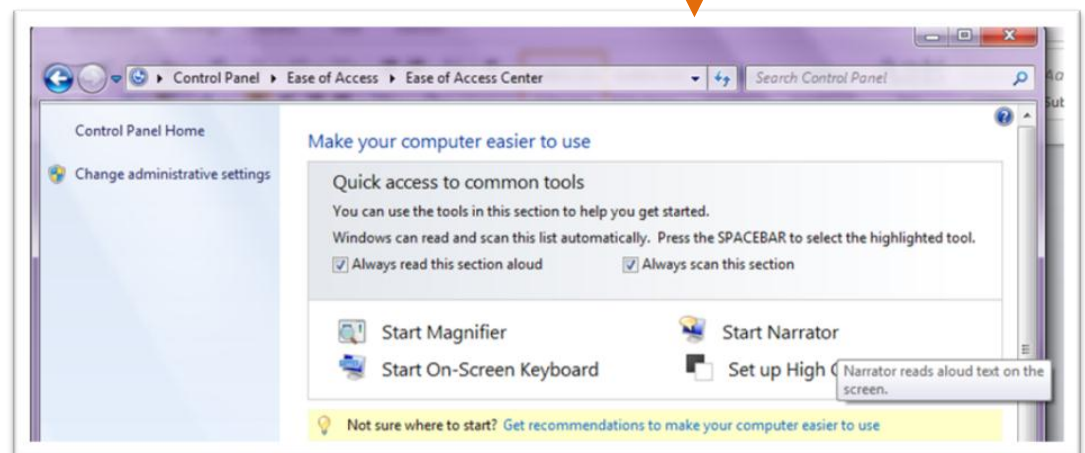
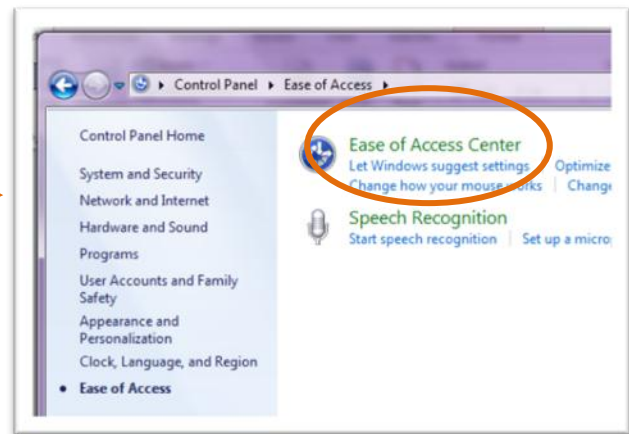
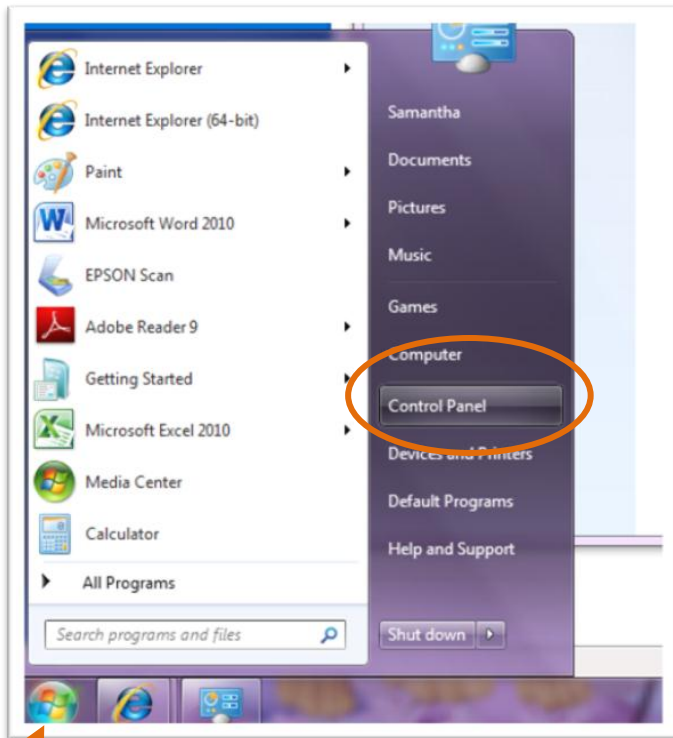
- > > 1) The bandage was wound around the wound.
- > > 2) The farm was used to produce produce.
- > > 3) The dump was so full that it had to refuse more refuse.
- > > 4) We must polish the Polish furniture.
- > > 5) He could lead if he would get the lead out.
- > > 6) The soldier decided to desert his dessert in the desert.
- > > 7) Since there is no time like the present, he thought it was time  
> > to present the present.
- > > 8) A bass was painted on the head of the bass drum.
- > > 9) When shot at, the dove dove into the bushes.
- > > 10) I did not object to the object.
- > > 11) The insurance was invalid for the invalid.
- > > 12) There was a row among the oarsmen about how to row.
- > > 13) They were too close to the door to close it.
- > > 14) The buck does funny things when the does are present.
- > > 15) A seamstress and a sewer fell down into a sewer line.
- > > 16) To help with planting, the farmer taught his sow to sow.
- > > 17) The wind was too strong to wind the sail.
- > > 18) After a number of injections my jaw got number.
- > > 19) Upon seeing the tear in the painting I shed a tear.
- > > 20) I had to subject the subject to a series of tests.
- > > 21) How can I intimate this to my most intimate friend?

## Achievers April

Cox	Laura Louise	Advanced Apprenticeship	Accounting
Simms	Kory	Advanced Apprenticeship	Business and Administration
Rankin	Sinead Marie	Apprenticeship	Business and Administration
Gillibrand	Peter	Apprenticeship	Certificate in Retail Skills (QCF)
Kehoe	Charlie Jasmine	Apprenticeship	Business and Administration
Hewitt	Adam	Apprenticeship	Business and Administration
Viles	Jessica	Apprenticeship	Certificate in Customer Service (QCF)
Maskrey	Sophie	Apprenticeship	Certificate in Business and Administration (QCF)
Plummer	David	FL	Foundation Learning Weekly Learning Aim
Loakes	Darren	NVQ1	Certificate in NVQ Customer Service (QCF)
Lucas	James	NVQ2	Warehousing and Storage
Sutton	Sandra Kathleen	NVQ2	Warehousing and Storage
Williams	Rian	NVQ3	Business and Administration
Bower	Michelle	NVQ3	Business and Administration
Kolasa	Pam	NVQ4	Business and Administration
Boulding	Nicola	NVQ4	Business and Administration

## Tip of the month ▀ changing settings in Microsoft

You can change the display and other facilities in Microsoft like using a magnifying glass or an onscreen keyboard, by going into the control panel section of the computer shown below. Basically **press the start button on the bottom left of the main screen, select Control Panel, then Ease of Access, then Ease of Access Centre, then select the facility you wish to use.**



# The Wall

The articles below were written by learners on the **Foundation Learning Programme**.

## **Martin Hunter-Why a smart appearance is important.**

A smart appearance is important for a large number of reasons; to convey respect for yourself, to help get a job and to create a good first impression on people. Generally speaking if you appear clean, smart and tidy then people will treat you with more respect. The clothes make the person!

When going for a job interview it's important to wear clothes according to the dress code that should have been outlined to you. As well as it being possible to under dress, it's also possible to over dress. Below you will find a brief index of dress codes:

*Casual: Clothes that you would wear every day and feel comfortable wearing. E.g. Jeans, t-shirt and a pair of trainers.*

*Smart Casual: A cross between formal wear (a suit) and casual wear. E.g. Smart trousers, smart shoes and button down shirt.*

*Formal: Consists of a suit, a button down shirt, tie and smart shoes.*

However, correct preparations for the job interview etc. are important. Shirts need to be ironed smartly, ties need to be tied properly and shoes need to be highly polished. Below you'll find a quick yet effective way of polishing shoes:

1. Clean off surface dust, make sure laces and any stitching is clean.
2. Rub a thick layer of polish into the shoes using preferably, a well-worn duster.
3. Using a horse hair brush - buff the shoes up to a shine.
4. Rub a thin veneer of polish into the shoes using a clean finger. (The natural oils in the skin help to increase the shine at the end.)
5. Sprinkle warm (not hot) water over the shoes sparingly.
6. Buff the shoes with a horse hair brush again.
7. And finally using a micro fibre cloth, rub the shoes all over until they have a mirror shine.

People that say they don't have time to correctly prepare their outfit for the job interview, or the next day are generally speaking, lying. I run two businesses and am a correspondent in two others, and every night I make time to prepare and prune my appearance for the following day; regardless of whether I'm going anywhere important or not. Part of my evening routine is to polish my boots and iron a shirt. I do this as I like my appearance to be smart and I also like to convey respect. And of course, you can tell about a man by the state of his shoes!

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.

**[www.prostartuk.co.uk](http://www.prostartuk.co.uk)**

# 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.	<p><a href="#">Potassium</a> - 961 mg</p> <p><a href="#">Phosphorus</a> - 58 mg</p> <p><a href="#">Magnesium</a> - 150 mg</p> <p><a href="#">Calcium</a> - 102 mg</p> <p><a href="#">Iron</a> - 3.95 mg</p> <p><a href="#">Sodium</a> - 313 mg</p> <p><a href="#">Zinc</a> - 0.58 mg</p> <p><a href="#">Copper</a> - 0.285 mg</p> <p><a href="#">Manganese</a> - 0.585 mg</p> <p><a href="#">Selenium</a> - 1.6 mcg</p> <p>Also contains small amounts of other minerals.</p>	<p><a href="#">Vitamin C</a> - 31.5 mg</p> <p><a href="#">Niacin</a> - 0.63 mg</p> <p><a href="#">Vitamin B1</a> (thiamine) - 0.06 mg</p> <p><a href="#">Vitamin B2</a> (riboflavin) - 0.15 mg</p> <p><a href="#">Vitamin B6</a> - 0.149 mg</p> <p><a href="#">Pantothenic Acid</a> - 0.285 mg</p> <p><a href="#">Folate</a> - 16 mcg</p> <p><a href="#">Vitamin A</a> - 10717 IU</p> <p><a href="#">Vitamin K</a> - 572.8 mcg</p> <p><a href="#">Vitamin E</a> - 3.31 mg</p> <p>Contains some other vitamins in small amounts</p>

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



BSM

TOPSHOP

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

## Thanks for reading!

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