

NATTER

Issue 21

October 2011

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Welcome to the October 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

9th November 4pm Employer Meeting

Prostart held a success employer meeting on the 8th of June at Prostart. Acton's solicitors gave a presentation on employment law, specifically in relation to Equality and Diversity and discrimination.

The employers that attended found the session very beneficial. Employers also have the opportunity to network with other employers that deliver Apprenticeships.

Our next employer meeting will be held on the **9th of November at 4pm**. Refreshments will be provided and free car parking is available.

If you would be interested in putting your name down for this network meeting please e-mail: clairebates@prostartuk.co.uk



Last chance to reserve for 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 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



The Spatial Group in Castle Donington currently has 17 learners working towards qualifications in various competencies with Prostart Training. Spatial, with Janet Smith, Mail Manager as lead contact, has always been extremely supportive of the learners allowing David Urquhart, Prostart assessor, access without any problems at all.

Janet is always keen to see, and help with, the progression of her workforce, encouraging them to go on to Level 3 qualifications wherever possible.

David is always welcomed in both the offices and warehouse, with many previous learners in both areas having completed their qualifications with Prostart.

Tip of the month

Programs/Software

How do you get rid of a program you don't need anymore?

To remove a program you need to uninstall it from your PC:

Click on the **Start menu** then **Control panel**. Click on **Add/ Remove programs**, select the program from the list and click **Remove**.

Alternatively, go to your **Start menu** and in your programs list, find the entry for the particular program and click on the link to **uninstall** the program.

File won't open

Sometimes when you double-click a file, nothing happens or the program that is usually used to open that type of file can't run it. Instead, right-click the file and use **Open with..** to choose a different program to try to open it with.



Vacancies

Area	Position	Requirements
Beeston	Retail Apprentice	N/A
Nottm City Centre	IT Technician	Good IT Skills
Trowell	Business Administration Apprentice	GCSE Maths & English Grade C or above or equivalent
Arnold	Retail/Customer Service Apprentice	GCSE Maths & English Grade C or above or equivalent
Cotgrave	Warehousing Apprentice	N/A
Kirkby-in-Ashfield	Business Administration Apprentice	N/A

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

Equality & Diversity

Multi faith dates for October 2011 are as follows:

- 1st - Fast of Gedalliah (Jewish)
- 2nd - Feast of the Guardian Angels (Christian)
- 6th - Dussera (Hindu)
- 8th - Yom Kippur (Jewish)
- 9th - Birthday of Guru Ram Das (Nanakshahi calendar) (Sikh)
- 13th - St Edward's Day (Christian)
- Sukkot (Jewish)
- 19th - Hoshanah Rabbah (Jewish)
- 20th - Shemini Atzeret (Jewish)
- Birth of the Bab (Bahai)
- 21st - Simchat Torah (Jewish)
- 26th - Paryushana (Jain)
- Diwali (Hindu)
- Diwali (Jain)
- Diwali (Sikh)
- 31st - Samhain (Hallowe'en) (Pagan)
- Hallowe'en (All Hallows' Eve) (Christian)



Useful website for tips and guidance for employers: <http://www.sfn-equality-diversity.org.uk/>

Quotes

Benjamin F. Fairless

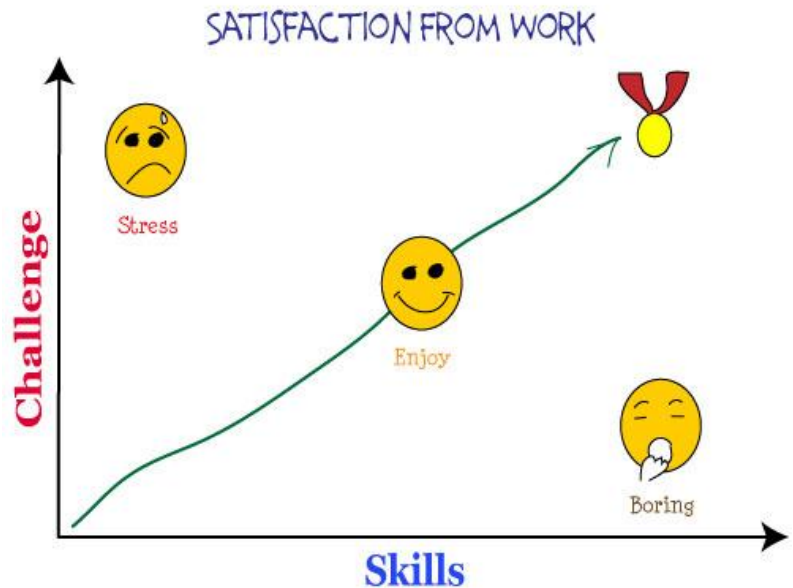
What is the recipe for successful achievement? To my mind there are just four essential ingredients: Choose a career you love, give it the best there is in you, seize your opportunities, and be a member of the team.

Brian Tracy

If you wish to achieve worthwhile things in your personal and career life, you must become a worthwhile person in your own self-development.

Hamilton Holt

Nothing worthwhile comes easily. Work, continuous work and hard work, is the only way to accomplish results that last.



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.

My Ambition

Everyone has goals in life. Some people achieve them, others do not. This is all down to confidence and willpower, if you believe you can achieve your goals you will be more likely to do so.

My goal for after Prostart is to become a voluntary police officer. The reason why this goal is so important is because I want to protect the community and also have the experience ready for the regular police service in the future.

The people that encourage me to achieve this goal are my parents because they are my role models and they want me to become the best person I can. The person that inspired me to become a police officer has got to be my grandma because she taught me right from wrong and told me stories that were injustice to my family and the criminals that got away with it. When I become a police officer, I want to be able to go into colleges and schools like Prostart and teach students/pupils about crime and punishment.

If you want any more information got to <http://www.derbyshire.police.uk/Homepage.aspx>

Thank you for reading

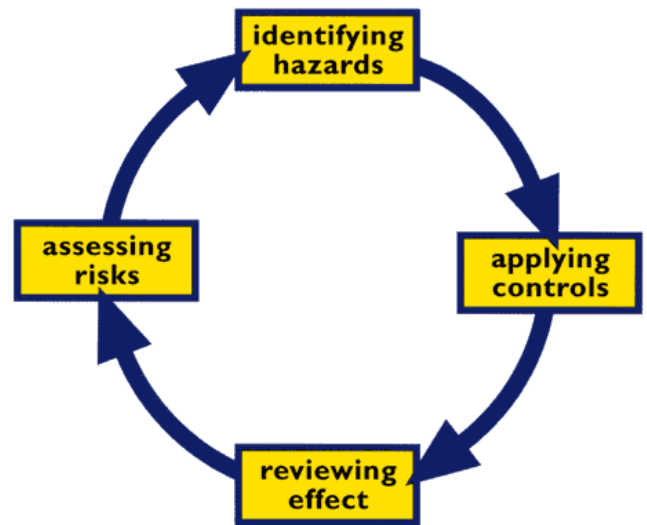
By David Marland

Health & Safety

High street retailer fined £1 Million for safety failings. Three contractors also fined

Marks and Spencer plc and three of its contractors have been fined for putting members of the public, staff and construction workers at risk of exposure to asbestos-containing materials during the refurbishment of two stores in Reading and Bournemouth. Asbestos is the biggest single cause of work-related deaths in the UK, with an estimated 4,000 people dying every year.

The sentencing hearing, at Bournemouth Crown Court, resulted in Marks and Spencer plc being fined £1 million and ordered to pay costs of £600,000, PA Realisations Ltd being fined £200,000 and Styles & Wood Limited being fined £100,000 and ordered to pay costs of £40,000, all for breaches that took place at the Marks and Spencer plc store in Broad Street, Reading.



Willmott Dixon Construction Ltd was fined £50,000 and ordered to pay costs of £75,000, for breaches that took place at the Marks and Spencer plc store in Commercial Road, Bournemouth. Willmott Dixon Construction Ltd is applying for permission to appeal against conviction.

As a result of a prosecution brought by the Health and Safety Executive (HSE), Marks and Spencer plc, Willmott Dixon Construction Ltd and PA Realisations Ltd (formerly Pectel Ltd) were found guilty in July 2011.

Styles & Wood Limited pleaded guilty at an earlier hearing in January 2010. The work was carried out between 2006 and 2007 on shops in Reading and Bournemouth. During the three month trial which ended in July 2011, Winchester Crown Court heard construction workers at the two stores removed asbestos-containing materials that were present in the ceiling tiles and elsewhere.

The court heard that the client, Marks and Spencer plc, did not allocate sufficient time and space for the removal of asbestos-containing materials at the Reading store. The contractors had to work overnight in enclosures on the shop floor, with the aim of completing small areas of asbestos removal before the shop opened to the public each day.

HSE alleged that Marks and Spencer plc failed to ensure that work at the Reading store complied with the appropriate minimum standards set out in legislation and approved codes of practice. The company had produced its own guidance on how asbestos should be removed inside its stores, and the court heard that this guidance was followed by contractors inappropriately during major refurbishment.



The contractor, PA Realisations Ltd, failed to reduce to a minimum the spread of asbestos to the Reading shop floor. Witnesses said that areas cleaned by the company were re-contaminated by air moving through the void between the ceiling tiles and the floor above, and by poor standards of work.

Styles & Wood Limited, the principal contractor at the Reading store, admitted that it should not have permitted a method of asbestos removal which did not allow for adequate sealing of the ceiling void, which resulted in risks to contractors on site. The principal contractor at the Bournemouth store, Wilmott Dixon Construction Ltd, failed to plan, manage and monitor removal of asbestos-containing materials. It did not prevent the possibility of asbestos being disturbed by its workers in areas that had not been surveyed extensively.

After the sentencing, Richard Boland, HSE's Southern Head of Operations for Construction, said:

"This outcome should act as a wakeup call that any refurbishment programmes involving asbestos-containing materials must be properly resourced, both in terms of time and money - no matter what.

"Large retailers and other organisations who carry out major refurbishment works must give contractors enough time and space within the store to carry out the works safely. Where this is not done, and construction workers and the public are put at risk, HSE will not hesitate in taking robust enforcement action."

For more Health and Safety News, Advice and guidance
<http://www.hse.gov.uk/index.htm>



Achievers

Kitching	Stacey	Apprenticeship	Warehousing and Storage
Swinscoe	Kirsty	NVQ4	Management
Bennett	Jason	Apprenticeship	Business and Administration
Cant	Lawrence Daniel	Apprenticeship	Business and Administration
Holt	Victoria	Apprenticeship	Contact Centre Operations
Blaylock	Lindsay	NVQ3	Certificate in Business and Administration
Hatt	Heather	NVQ3	Diploma in Business and Administration
Fleming	Stephaine	Apprenticeship	Certificate in Business and Administration
Boardman	Chelsea	Apprenticeship	Certificate in Business and Administration
Fox	Louise	NVQ4	Certificate in Business and Administration
Chamberlain	Nikki	Apprenticeship	Certificate in Business and Administration
Montana	Cadey	Apprenticeship	Certificate in Customer Service





Also congratulations to the following learners who have received a promotion or been given additional responsibilities at work in the last few months:-

Hutchinson	Emily	Additional Duties
Golding	William	Pay Rise
Stevenson	Natalie	Promotion
Colclough	Samantha Jane	Additional Duties
Rehman	Hamad	Additional Duties
March	Nina Rose	Additional Duties

Health Corner - Food of the month

Denise's (Healthy Food in the spotlight)

Corn



High in Vitamin A

amount	minerals contained	vitamins contained
One large ear of yellow corn, cooked with no salt contains 4.02 grams protein, 113 calories and 2.8 grams fibre.	Potassium - 257 mg	Vitamin C - 6.5 mg
	Phosphorus - 91 mg	Niacin - 1.986 mg
	Magnesium - 31 mg	Vitamin B1 (thiamine) - 0.11 mg
	Calcium - 4 mg	Vitamin B2 (riboflavin) - 0.067 mg
	Selenium - 0.2 mg	Vitamin B6 - 0.164 mg
	Iron - 0.53 mg	Folate - 27 mcg
	Zinc - 0.73 mg	Pantothenic Acid - 0.935 mg
	Copper - 0.058 mg	Vitamin A - 310 IU
	Manganese - 0.197 mg	Vitamin K - 0.5 mcg
Also contains small amounts of other minerals.	Vitamin E - 0.11 mg	Contains some other vitamins in small amounts.

Vitamin A helps cell reproduction. It also stimulates immunity and is needed for formation of some hormones. Vitamin A helps vision and promotes bone growth, tooth development, and helps maintain healthy skin, hair, and mucous membranes. It has been shown to be an effective preventive against measles.

Deficiency can cause night blindness, dry skin, poor bone growth, and weak tooth enamel.

Alpha-carotene, beta-carotene and retinol are all versions of Vitamin A.

Thanks for reading!

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

