

NATTER

Issue 10

November 2010

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

Welcome to the November 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

STOP PRESS- date for your diary!

The Prostart Training Awards 2011



The date has now been announced for our 2011 ceremony. It will be held at the Village Hotel in Chilwell on Thursday 23rd June 2011

Nomination forms will be released in January 2011.

We are presently looking for organisations to sponsor award packages. For further information on sponsorship or general information on the awards evening please contact:

Claire Bates, Business Development Manager

Tel: 0844 8150807 or email: clairebates@prostartuk.co.uk

November 19th Children in Need

Our annual fund raising event in aid of Children in Need will be taking place on Friday the 19th November. Prostart will be holding our second annual cake sale between 9am and 2pm at Number 18 High Street, Long Eaton. For more information call 0844 815 0804 and ask to speak to Nina or ask your assessor for details.



Employer of the month - October Aviation Resources

Aviation Resources at Castle Donington have been nominated as employer of the month by our assessor Frank Harrison. Over the period Frank has worked with them, they have been very supportive to their staff and the Manager Rachel Templeman (nee Espinoza) has also completed a Management level 4 programme. More recently they have encouraged all their staff to undertake new qualifications and currently all four members of staff in the referencing part of the business have all been encouraged to progress within their nominated programme. Rachel has been very supportive and also very generous with the hospitality. Frank says it has been 'a real pleasure to work with them'.

Recruitment Team Update

The Recruitment Team at Prostart is here to help not only new learners who are looking to undertake an Apprenticeship but also for our existing learners. We are here to help if you lose your job, get made redundant or feel you need a new position. We are also here for any advice or support you may need in relationship to your job or work placement.

If you are looking for a new job, we will ask you to email us an up to date copy of your CV and ask you what your job requirements are. We will then forward your CV to any suitable Apprentice positions that come available. All the Apprenticeship positions that Prostart currently have available are advertised on the National Apprenticeship Service website which can be found at www.apprenticeships.org.uk. We can assist you with interview techniques, making the best from your CV and other general advice to help you secure a new position.

If you need help in finding a job or any advice, please feel free to contact any member of the recruitment team.

Claire Bates	clairebates@prostartuk.co.uk	0844 8150807
Steve Kitchingman	stevekitchingman@prostartuk.co.uk	0844 8150804
Nina Ricci	ninaricci@prostartuk.co.uk	0844 8150804



Safeguarding Information and Guidance

Prostart's aim is to ensure a safe environment to learn in and to identify those suffering or likely to suffer significant harm and take appropriate action to ensure that our learners are kept safe both at home and in the education setting.

Prostart have systems in place to ensure that our learners are in safe environments free from any type of abuse. Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. This is also about ensuring that learners feel able to tell someone if they are hurt, being bullied or discriminated against.

Prostart do not tolerate bullying and discrimination. If you feel you have observed or been subject to such behaviour, you should speak to the members of staff below. If you feel unable to do so, you must speak to another member of staff or the Managing Director. Harassment must not go un-reported as it will only escalate and may lead to illness and/or persist and/or transfer to other victims. It is therefore your duty to report any such behaviour.

Every effort will be made to investigate promptly and thoroughly all allegations, in as confidential a manner as possible.

Prostart designated Safeguarding Officers: -

Paula Vaughan E-mail: paulavaughan@prostartuk.co.uk Telephone: 0844815 0806
Eve Adams E-mail: eveadams@prostartuk.co.uk Telephone: 0844815 0877

You will find information about safeguarding in your Induction Handbook which was issued at Induction.

Safeguarding includes staying safe on the internet, if you are being bullied on online or via a mobile phone you don't have to deal with it on your own, contact one of our safeguarding officers.

Alternatively for more information about keeping your computer secure:-

www.kidsmart.org.uk - Play interactive games and learn more about internet safety

www.childnet-int.org/sorted - Find out how to keep your computer secure from viruses, spyware and people wanting to steal your identity.

You can call **ChildLine** in confidence on 0800 11 11 if ever you need to talk to someone about anything that makes you feel uncomfortable or worried online.

NEWS Flash

Look out for the launch of Prostart's new website; we have used your feedback to improve the format and content of our website.

Congratulations to former Prostart Employee Jessica Lloyd Riley nee Riley

Jessica married Gary on the 24th October 2010.
 Congratulations to them both.



Congratulations - Oct Achievers:-

Cotton	Ben Lewis	Advanced Apprenticeship	Accounting
Froggatt	Siobhan	Advanced Apprenticeship	Business and Administration
Carr	Gemma	Advanced Apprenticeship	Business and Administration
Hill	Jamie Luke	Apprenticeship	Business and Administration
Dann	Lauren	Apprenticeship	Business and Administration
Power	Stacey	Apprenticeship	Business and Administration
Taylor	Sarah Louise	Apprenticeship	Business and Administration
Hall	Philip Mark	Apprenticeship	Business and Administration
Kooner	Shanice	Apprenticeship	Business and Administration
Munir	Henna	Apprenticeship	Business and Administration
Li	Wenhao	Apprenticeship	Business and Administration
Attwood	Natalie Louise	Apprenticeship	Business and Administration
Fox-Smith	Carrie-Ann	Apprenticeship	Business and Administration
Harper	Natalie	Apprenticeship	Business and Administration
Ambrose	Linzie	Apprenticeship	Business and Administration
Mulla	Shane	Apprenticeship	Business and Administration
Boyle	Callam Gareth	Apprenticeship	Business and Administration
Cooke	Sade	Apprenticeship	Customer Service
Rose	Michelle	Apprenticeship	Customer Service
Hayward	Zoe Louise	Apprenticeship	Team Leading
Flanagan	James	NVQ2	NVQ in Warehousing and Storage
Shardlow	Jayne	NVQ3	NVQ in Business and Administration
Orwin	Helen	NVQ3	NVQ in Business and Administration
Brittan	Kay	NVQ3	NVQ in Business and Administration
Chaunry	Keelyann	NVQ3	NVQ in Business and Administration
Bates	Donna	NVQ4	NVQ in Business and Administration

Prostart English and Maths Sessions

From October Prostart will be holding English and Maths sessions every Tuesday morning and afternoon. If you feel you would benefit from attending one of these sessions please phone 0844 815 0804 and ask for Eve or speak to your Assessor. There are only 15 places available for each of the sessions and places need to be booked the previous week

	<u>19/10/10</u>	<u>02/11/10</u>	<u>09/11/10</u>	<u>16/11/10</u>	<u>23/11/10</u>	<u>30/11/10</u>	<u>07/12/10</u>
AM	Probability	Comprehension	Decimals Fractions and Percentages	Adjectives Verbs and Nouns	Charts and Tables	Writing Letters and CVs	Formulae
PM	Punctuation	Decimals Fractions and Percentages	Comprehension	Charts and Tables	Adjectives Verbs and Nouns	Formulae	Writing Letters and CVs

The Wall

The article below was written by a learner on the Apprenticeship programme.

My Little Story.....

I have been with Prostart Training since February 2009 and when I started, my confidence wasn't all that great. After the first month or two, I found myself making friends with some great people and speaking aloud in front of a group without even thinking twice about it.

I decided to pursue a career in Business Administration and since making that decision, I have gained Key Skills and an NVQ Level 1. I have taken part in two brilliant placements, Print Copy Design and Semloh Electrics Ltd. I gained my NVQ Level 1 at Semloh Electrics Ltd.

I now have a job as a Trainee Administrator at APS Security and Fire and I am enjoying every second. I am doing my Apprenticeship Level 2 here. I feel ten times more confident than when I first joined Prostart.

Big Thank You to Prostart for helping me come this far in my career!

Rachael Marie Corden

Tip of the month



Fire Vox is an excellent free text to speech talking browser extension for the Firefox free browser that can not only read web page text, but it can read the Firefox user interface as well including the main menus and sub-menus. This extension is very helpful for those who have poor vision and for those who may be blind. The keyboard shortcuts are easy to learn and they are customizable to suit your needs. There is plenty of documentation on the Fire Vox website to help you to

easily use and get acquainted with Fire Vox.

[Firefox](#). | [Fire Vox Extension](#).

Equality & Diversity

5th November is Diwali – Hindu Festival of Light

Deepawali or Diwali is certainly the biggest and the brightest of all Hindu festivals. It's the festival of lights (*deep* = light and *avali* = a row i.e., a row of lights) that's marked by four days of celebration, which literally illumines the country with its brilliance, and dazzles all with its joy. Each of the four days in the festival of Diwali is separated by a different tradition, but what remains true and constant is the celebration of life, its enjoyment and goodness.



16th November is Anti-Bullying Day –

Every November, the Anti-Bullying Alliance (ABA) and its 70 member organisations shine a light on bullying, sending a clear and positive message that bullying is neither acceptable nor inevitable in our communities. The theme of this year's campaign is

Taking action together. Visit www.anti-bullyingalliance.org.uk/anti-bullyingweek



What do we mean by bullying? ABA defines bullying as the repetitive, intentional hurting of one person by another, where the relationship involves an imbalance of power. Bullying can be physical or psychological. It can happen face to face or through cyberspace.

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



New Chloe software for Dyslexic students

This new software system will revolutionise reading and spelling for older children, teenagers and college students. 'Chloe' will read as you type, correct the spelling, automatically provides you with suggestions that you can hear spoken back to you and that are based on how the word sounds as opposed to how it looks based on the letters it contains. Chloe will give you back the confidence to check your own work without the need to involve colleagues. The fantastic thing about this system is that it can be used for reading from the internet, pdf files, PowerPoint notes given by teachers and social networking sites. Other features of 'Chloe' include the use of coloured overlays and voice to audio facilities.

Flexible, Customisable and Affordable...

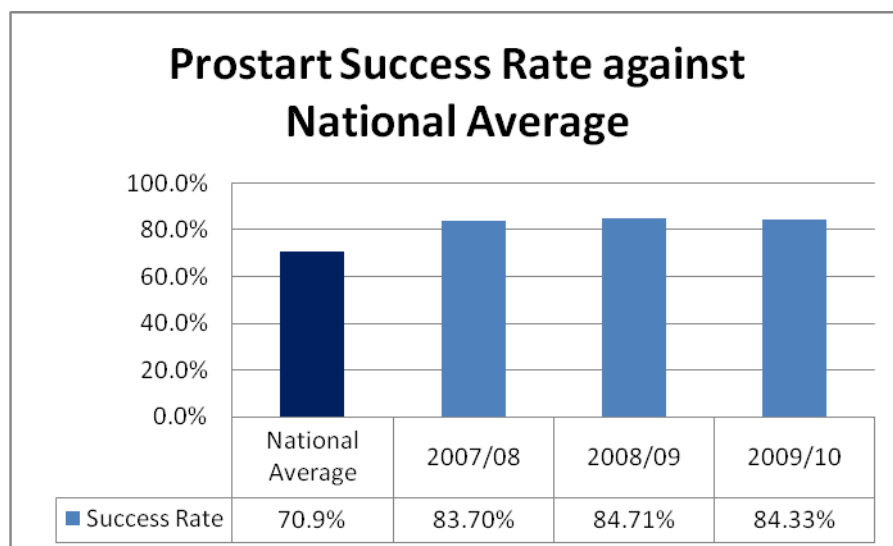
Developed and tested in association with people with dyslexia and experts in the field, Chloe is one of the most versatile and easy to use software support programs on the market. It has been designed to behave like a close and loyal computer "desktop" friend incorporating mind mapping techniques alongside easy-to-follow tutorial videos.

Chloe is affordable at only £49.99 including VAT (£52.99 including delivery to anywhere in the UK) and will be automatically updated at no further cost to the user, which is much less than the other more complicated products on the market.

If you would be interested in seeing a trial of this software please contact Prostart on 0844 815 0804 and ask for Steve.

Quality Update

Below is Prostart's success rate for the last 3 years against the national average.



Health Corner - Food of the month

Denise's healthy food in the spotlight		
French beans		Calcium (surprised) yes 112mg per cup
One cup of French beans, mature seeds, cooked, boiled with no added salt has 12.48 grams protein, 228 calories and 16.6 grams of dietary fibre.	<u>Potassium</u> - 655 mg <u>Phosphorus</u> - 181 mg <u>Magnesium</u> - 99 mg <u>Calcium</u> - 112 mg <u>Iron</u> - 1.91 mg <u>Sodium</u> - 11 mg <u>Zinc</u> - 1.13 mg <u>Copper</u> - 0.204 mg <u>Manganese</u> - 0.676 mg <u>Selenium</u> - 2.1 mcg Also contains small amounts of other minerals.	<u>Vitamin C</u> - 2.1 mg <u>Niacin</u> - 0.966 mg <u>Vitamin B1</u> (thiamine) - 0.23 mg <u>Vitamin B2</u> (riboflavin) - 0.11 mg <u>Vitamin B6</u> - 0.186 mg <u>Folate</u> - 133 mcg <u>Pantothenic Acid</u> - 0.393 mg <u>Vitamin A</u> - 5 IU Contains some other vitamins in small amounts.
<p>*Calcium – for those of us who have dairy product intolerance this would be a great substitute. Calcium eases insomnia and helps regulate the passage of nutrients through cell walls. Without calcium, your muscles wouldn't contract correctly, your blood wouldn't clot and your nerves wouldn't carry messages. If you don't get enough calcium from the food you eat, your body automatically takes the calcium needed from your bones. If your body continues to tear down more bone than it replaces over a period of years in order to get sufficient calcium, your bones will become weak and break easily.</p> <p>Deficiency may result in muscle spasms and cramps in the short term and osteoporosis.</p>		

Health & Safety

Information for Employers

The HSE website provides valuable information about Health and Safety requirements. Useful leaflets can be found on the link below, these are also available in other languages

<http://www.hse.gov.uk/languages/index.htm>

If you would like to advertise your business in Prostart's Natter, please contact clairebates@prostartuk.co.uk



Savant Travel

For all your travel needs

Savant Travel is an Independent Travel Broker; this means we can source any of your travel needs from any supplier, taking away the hassle and stress commonly experienced when planning a holiday. We will research where to go, the best time to go, the best flight times, up to date advice on your chosen destination, and we don't charge you a penny.

Weddings... Special occasions... Cruises...

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01332 601447

savant28@hotmail.co.uk

07961 765252

Savant Travel is a member of the Travel Trust Association. We assure 100% financial protection via the Safe Seat Plan, and the ATOL holders' scheme operated by the CAA.



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.



BSM

TOPSHOP

Register at www.ucas.com/ucascard

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