



NATTER

Issue 9

October 2010

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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

[Next Step](#) provides information, advice and resources to help adults make more effective choices about skills, careers, work and life. Adults can access the service online, or with the help of an adviser either on the telephone or face-to-face.

The service is available free to all adults in England aged 19 or over. Adults can register for Next Step online; to create a secure personal space called 'My Next Step' which they can access whenever they need to keep track of their progress. Next Step advisers can also help with registering online.

Next Step is available by calling **0800 100 900** to speak to an adviser or you can make an appointment for face-to-face advice in their area. Lines are open from 8:00am to 10:00pm seven days a week or they can visit the [Next Step website](#).

On the [Next Step website](#), visitors can:

- Take a Skills Health Check, which will assess your strengths, skills, abilities and areas for development
- Look at information about careers and job profiles
- Develop their CVs and improve their interview skills
- Understand what is available in the local job market
- Find out about funding to support their learning
- Register with Next Step – a free, personal online space, where adults can store personal information on their skills development and keep a secure record of their accredited learning achievements, careers, financial support for learning, and your CV, all in one easily accessible and secure location.

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 bake and 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

United Carpets in Long Eaton have been working with Prostart to train two school learners in a retail environment, one of the school learners has returned for a second year and is doing great. Kevin and Dawn have supported both learners with their development and are helping them understand the work ethics that come with working with customers and other colleagues. The other members of staff also guide the learners in the right direction and help explain why rules are in place and how to follow these, they are good role models for the young learners.

Safeguarding Information and Guidance

Safeguarding learners is an integral part of Prostart's policies and procedures in order to provide a safe and welcoming environment in which all individual are respected equally. Prostart has a Child Protection and Safeguarding Policy that is reviewed and updated every year. This outlines Prostart's procedures for ensuring that all our learners are safeguarded and protected and includes contact information for the Local Safeguarding Boards.

All our members of staff have had a Criminal Records Bureau (CRB) check which means that they have been checked against police records.

All our members of staff have had training in Child Protection and Safeguarding and this is updated every year.

We have two designated members of staff that you can talk to about any concerns around abuse or any other issues.

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.

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 above. 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.

Every Child Matters 5 Outcomes

As part of Prostart's remit and integral to our programmes we deliver the Every Child Matter 5 Outcomes through the induction programme and information, advice and guidance through our assessors.

If you would like any further information, advice or guidance please speak to your assessor.

Outcome	Aim
Be Healthy 	• Physically healthy
	• Mentally and emotionally healthy
	• Sexually healthy
	• Healthy lifestyles
	• Choose not to take illegal drugs
Stay Safe 	• Safe from maltreatment, neglect, violence and sexual exploitation
	• Safe from accidental injury and death
	• Safe from bullying and discrimination
	• Safe from crime and anti-social behaviour in and out of the centre
	• Have security stability and are cared for
Enjoy and Achieve 	• Ready for employment
	• Attend and enjoy learning
	• Achieve stretching national educational standards
	• Achieve personal and social development and enjoy relaxation
	• Achieve stretching national educational standards at secondary school
Make a Positive Contribution 	• Engage in decision making and support the community and environment
	• Engage in law-abiding and positive behaviour
	• Develop positive relationships and choose not to bully or discriminate
	• Develop self-confidence and successfully deal with significant life changes and challenges
	• Develop enterprising behaviour
Achieve Economic Well-being 	• Engage in further education, employment or training
	• Ready for employment
	• Live in decent homes and sustainable communities
	• Access to transport and material goods jobs
	• Live in households free from low income

Congratulations Frank!

Congratulations to Prostart assessor Frank Harrison who has won the Erewash Borough Council Best Front Garden competition for the third year running! As reported in the last Natter, Frank planted over 800 plants to create is award winning garden.



Congratulations - Sept Achievers:-

Name		Programme	Qualification
Rachel	Templeman	NVQ4	NVQ in Management
Emma	Minchin	NVQ4	NVQ in Accounting
Toni	Morley	NVQ4	NVQ in Business and Administration
Laura	Musson	NVQ4	NVQ in Accounting
Nicola	Bicknell	NVQ2	NVQ in Customer Service
Lisa	Bestwick	NVQ2	NVQ in Customer Service
Beverley	Strickson	NVQ2	NVQ in Team Leading
Debbie	Garvey	NVQ2	NVQ in Customer Service
Matthew	Fox	NVQ2	NVQ in Customer Service
Travis	Perkins	Apprenticeship	NVQ in Customer Service
Kimberley	Holland	Apprenticeship	NVQ in Business and Administration
Alister	Rowland	Apprenticeship	NVQ in Business and Administration
Olivia May	Thorpe	Apprenticeship	NVQ in Business and Administration
Lee	Bettison	Apprenticeship	NVQ in Customer Service
Bindiya	Panchal	Apprenticeship	NVQ in Business and Administration
Sarah Alice	Wright	Advanced Apprenticeship	NVQ in Retail
Cassie	Soars	Advanced Apprenticeship	NVQ in Accounting
Robert	Norris	Advanced Apprenticeship	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 **Foundation Learning** programme.

NHS Nutrition Sessions – Written by David Plummer

For the past four Thursdays (16/9, 30/9, 7/10, 14/10) we have been learning the benefits of eating a balanced diet. **Jackie** and **Becky** who work for the NHS are two people who were kind enough to visit our foundation learning group and teach us what we needed to know.

On the first week we looked at the “eat well plate/wheel of good eating” and learned how to make Chicken Fajitas. I enjoyed that session very much because we all got together and had a really good time.

Following this, we learnt how to make beef and tuna burgers from scratch. I took a recipe for that food and made tuna burgers at home. I also enjoyed this session as well.

On the third week, we tried to make chicken nuggets, however, a problem with ingredients occurred so we improvised and made chicken in breadcrumbs. We all took part in all the sessions and really enjoyed it.

On the final week, we made healthy desserts. Knickerbocker Glories, Lemon Cheesecake and we made our own wraps.

Overall, I really enjoyed the nutrition sessions and although I can't speak for everyone who was there - I think they really enjoyed it as well.

Tip of the month - ENVQ

The E-NVQ system is run by one of our Awarding bodies EDI. Currently the system does not contain a spell check, to make sure that your work does not contain any spelling errors, where possible copy and paste work into a word document first, run the spell check to check for spelling errors and then upload your work to E-NVQ.

Equality & Diversity

Equality Act....

As you are well aware by now the Equality Act has started to come into force from October, the Equality and Human Rights Commission has a good section for up to date information – starter kit - which has training modules and resources. Check it out at:

<http://www.equalityhumanrights.com/advice-and-guidance/equality-act-starter-kit/>

Remember there are key significant changes to legislation – ACAS have a key guide to 'protected characteristics' on their web site www.acas.org.uk

October... is Black History Month

<http://www.black-history-month.co.uk/sitea/>

<http://www.blackhistorymonthuk.co.uk/exclusive/home.html>



Quality Update - Comments from Quality Reviews

Learner Comments:

- Really happy with the support I have been given
- More than satisfied with the support I am getting.
- I feel that I am learning a lot of different things and am really enjoying it
- I believe that I am currently settling in well at the deanery, and Prostart have given me a lot of advice about how to complete this course. Overall I am very pleased with how everything is going.
- Very happy with the course, enjoying it and I think it's really helping my work.

Employer Comments:

- Assessor was very good and gave a lot of support
- Assessor will give extra sessions if required and is very accessible and willing to help.
- Very impressed with the programme
- Assessor is very supportive and accommodating. Very pleased so far very supportive service for both apprentice and employer.

Quotes

Human beings, by changing the inner attitudes of their minds, can change the outer aspects of their lives. *Patricia Neal*

Health & Safety -Fit for Work Programme

The Nottingham Fit for Work Programme is a new, free service to support local people and their employers living in Ashfield, Mansfield and Nottingham to stay healthy and in work.

There are three strands of practical support on offer:

- Work Survival – Provided by ingeus, these **free** workshops are aimed at helping people manage their health and work. The workshops are approximately 2 hours long and cover a variety of topics including: work-life balance, coping with stress and anxiety, managing moods, assertiveness skills, coping with and dealing with negative comments and situations, healthy eating, back/neck care and posture education; plus physical activity workshops for relaxation, Pilates, exercise, and a walking group. Businesses who are interested in workshops for their staff can contact ingeus.

If you are interested please call Chris Hanbury on 0115 8532077 or 07827 236 850 email: ffwws@ingeus.co.uk or www.ingeus.co.uk/ffwws

- Support in Work - If you are off work or are struggling to stay in work (or have employees in this situation), you can request 1 to 1 help from a health professional to assist you in tackling health issues and to stay in work. Contact the Support in Work Team on 07771 838534.
- Working for Health - Aimed at small to medium-sized businesses, free independent advice and support is available to help you develop and retain a healthy workforce. This service is provided by HBJ Gateley Wareing and includes an online audit of your procedures and a plan to address workplace health issues. Contact Andrew MacMillan on 0115 983 8242 or a.macmillan@hbj-gw.com

Health Corner - Food of the month

Denise's (Healthy Food in the spotlight)

Broccoli



contains a number of vitamins

Amount

Minerals contained

Vitamins contained

Half cup of broccoli, cooked with no added salt contains 1.86 grams protein, 27 calories and 2.6 grams dietary fiber.

Potassium - 229 mg
Phosphorus - 52 mg
Calcium - 31 mg
Sodium - 32 mg
Magnesium - 16 mg
Iron - 0.52 mg
Zinc - 0.35 mg
Copper - 0.048 mg
Manganese - 0.151 mg
Selenium - 1.2 mcg
 Also contains small amounts of other minerals.

Vitamin A - 1207 IU
Vitamin C - 50.6 mg
Niacin - 0.431 mg
Vitamin B1 (thiamine) - 0.049 mg
Vitamin B2 (riboflavin) - 0.096 mg
Vitamin B6 - 0.156 mg
Pantothenic Acid - 0.48 mg
Folate - 84 mcg
Vitamin K - 110 mcg
Vitamin E - 1.13 mg
 Contains some other vitamins in small amounts.

*Vitamin B6 plays a role in the creation of antibodies in the immune system. It helps maintain normal nerve function and acts in the formation of red blood cells. It is also required for the chemical reactions of proteins. The higher the protein intake, the more need there is for vitamin B6. Too little B6 in the diet can cause dizziness, nausea, confusion, irritability and convulsions.

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

Thanks for reading!

To keep up to date with all the news at Prostart become a fan on Facebook.