

Prostart Newsletter

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Welcome

Welcome to the May 2016 edition of the Prostart Newsletter

We hope this continues to be a good source of news and information. If you would like to contribute to future editions please contact us.

We hope you enjoy reading it!!

Feedback to us Please...

We really appreciate all feedback we receive and we would welcome your feedback on this newsletter too, please click the link below to complete a short survey – it won't take longer than 2 minutes – promise! <https://www.surveymonkey.com/r/Y7K2DFV>

We currently have 224 Twitter followers and are looking to hit 500 by the end of July 2016.



To keep up to date with all the news at Prostart find us on Facebook/Twitter or check-out Prostart's website www.prostartuk.co.uk.



Follow us on
twitter



Find us on:
facebook®

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News

Apprenticeship Levy



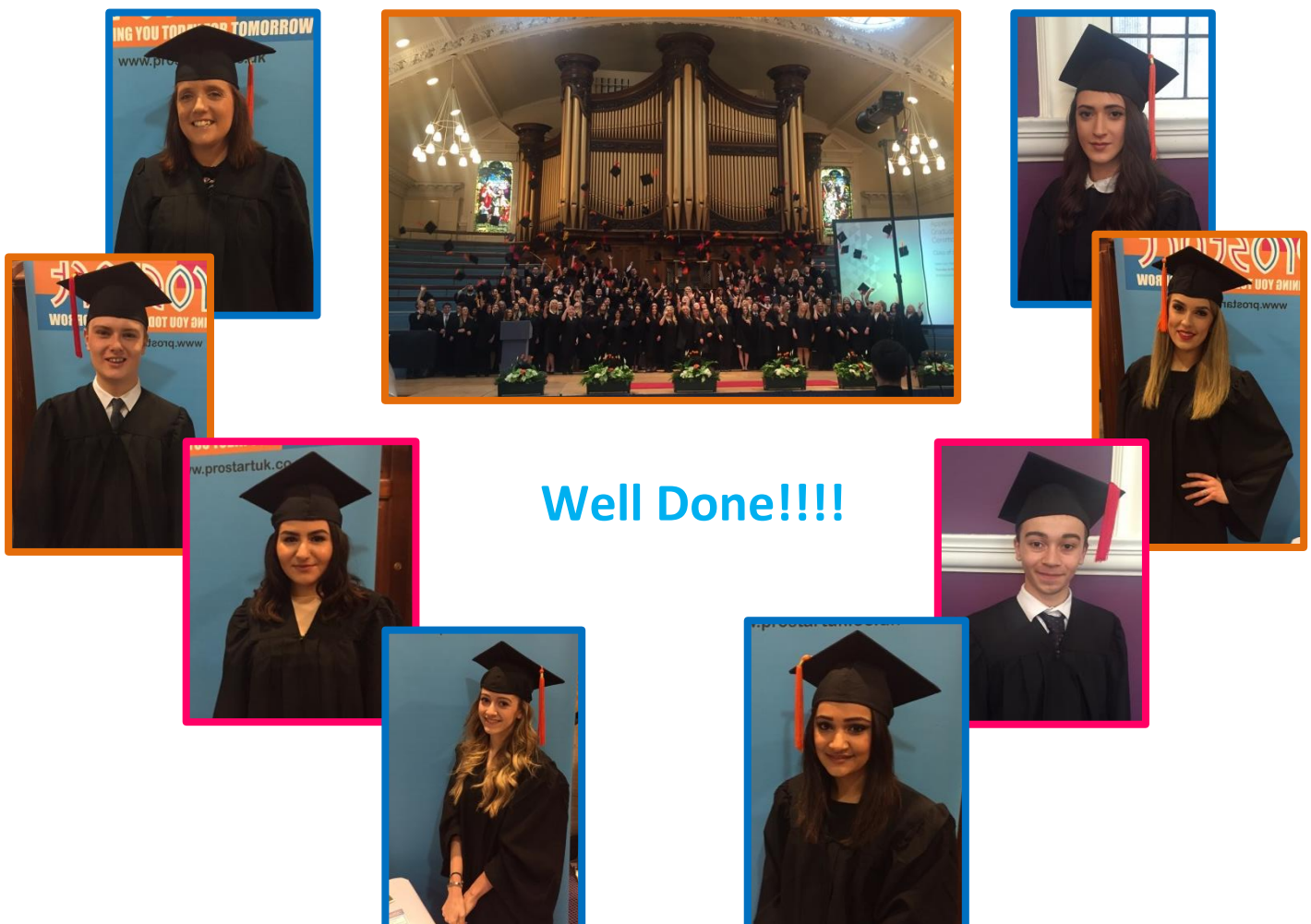
The new Apprenticeship Levy was announced on 25th November 2015 and will come into effect from April 2017. Following the headline news and key facts, there is still a large number of details the Government need to clarify.

In the meantime as your chosen provider we are here to help employers of all sizes understand how the levy will affect you, and how you can maximise the opportunity for your business and talent development.

For further information please contact the office on 0115 9468182
or visit our website www.ProstartUK.co.uk

Apprenticeship Graduation 2016

Congratulations to all of our Apprentices that Graduated!!!



Awards Ceremony 2016

Prostart Training Awards 2016



Friday 15th July 2016



Each year we arrange an event to celebrate the hard work and commitment shown by our Apprentices, Learners and Employers. July 2016 will see our 8th Annual Awards Ceremony.







We believe that all learners who have completed a qualification through Prostart deserve recognition. As such a roll of honour is called on the night to invite all learners that have completed their qualifications.

Nominations have been invited from Employers, Assessors and Learners in each of the categories. If you achieved your qualification between **1st January 2015** and the **31st January 2016** then you will be eligible to attend this exciting event.

Finalists will be announced on **3rd June 2016!!!**

Each year we have lovely feedback about the awards and how nice it is to come together in celebrating achievements, we are hoping this year will be no exception.

Trophies will be presented during the evening to a runner-up and winner of each of the following categories:

-  Passport to Success Learner of the Year
-  Intermediate Apprentice of the Year
-  NVQ Achiever Award
-  Advanced Apprentice of the Year
-  Career Progression Award
-  Employer of the Year



After the Awards Ceremony Nick our IT Professional Training Advisor will join the rest of the band, Junction 25, to help us continue the celebration.

There will also be a raffle on the night to raise money for the Children Air Ambulance.

For further information on our Awards Ceremony please contact the Prostart office and one of our team will be happy to assist you.

T: 0115 9468182

E: Info@ProstartUK.co.uk

Current Vacancies

Apprenticeship/Position	Company	District
Customer Service / Retail	Retail - Financial	Nottingham City
Business Administration	NHS	Mansfield
Business Administration	NHS	Mapperley
Business Administration	Furniture Manufacture	Long Eaton/Sandiacre
Business Administration	NHS	Lenton
Business Administration	Insurance Broker	Stapleford
Business Administration	NHS	Bulwell
Business Administration	NHS – Health Centre	Burton Joyce
Customer Service	Council	Annesley
Business Administration	Manufacturing & Installation Windows	Coalville
Business Administration	NHS	Retford
Business Administration	NHS	Nottingham City
Sales Apprentice	Energy Supplier	Nottingham City
Customer Service	Communications	Annesley
Accounts Apprentice	Accountants	Beeston
Business Administration	NHS – Health Centre	Chaddesden

For further details on any of the vacancies detailed above please contact our Recruitment Team on 0115 9468185 or LawrenceTurton@Prostartuk.co.uk

Health & Safety

Young Apprentice loses finger on rotary press

The owner of a business that manufactures specialist adhesive tape for industrial applications has been fined after a young apprentice lost his finger on a rotary die press.

Nuneaton Magistrates' Court heard how the 16-year-old apprentice was adjusting guides on a laminating head which is part of a rotary die press. Whilst making the adjustment he tripped, put his hands forward and his index finger got caught in the drive gear at the rear of the laminating unit. His finger needed to be amputated as a result.

An investigation by the Health and Safety Executive (HSE) into the incident which occurred on 9 September 2014 found that the machine did not have appropriate measures, namely guards, in place to prevent access to dangerous parts of the rotary press.

James Fussell (trading as Tecman Speciality Materials), of Berrington Road, Leamington Spa, Warwickshire, pleaded guilty to breaching Regulation 11(1) of the Provision and Use of Work Equipment Regulations 1998 and was fined £6,000 with £1,754 costs.



Equality & Diversity National Living Wage



Reminder - The new National Living Wage of £7.20 an hour came into force on 1 April.

<http://www.acas.org.uk/index.aspx?articleid=1902>

Will you join our growing movement to tell the world that there's no place for homophobia, biphobia and transphobia in sport?

Arsenal and Manchester United exchanged a super-size pair of Rainbow Laces before their game last month in front of millions of people across the world. **Join us.** Show your support by posting your picture on Twitter or Instagram and using #RainbowLaces.



Transgender people in the UK face "high levels of transphobia" on a daily basis and they have "a long way to go" to achieve equality in the UK, MPs say. <http://www.bbc.co.uk/news/uk-35302670>

From their report The Commons Women and Equalities Committee urged ministers to draw up a new strategy to tackle discrimination.

It estimates that as many as 650,000 people in the UK are "gender incongruent to some degree" and the transphobia they experience undermines their careers, incomes, living standards and mental and physical health.

About a third of transgender adults and half of "gender-variant" young people attempt suicide, it says. The report has made more than 30 recommendations.

Full details <http://www.publications.parliament.uk/pa/cm201516/cmselect/cmwomeq/390/390.pdf>

Religious Festival dates - <http://www.interfaith.org.uk/resources/2016-religious-festivals>

National Awareness Days - <https://www.awarenessdays.co.uk/>

If you are taking part in any charity/awareness event please share your story with us.

Funding Raising



On the 13th April Prostart staff took part in a charity event wearing purple to acknowledge Epilepsy Purple Day. We raised a total of £47.00 for the Epilepsy Society!!!!

Health & Wellbeing

5 Simple Ways To Be More Active

➔ **Take the stairs**

I know this one's obvious but how often do you *still* take the lift instead? Five minutes climbing stairs burns up to 150 calories.

➔ **Use a basket instead of a shopping cart.**

If you only have a few things to pick up after work, use a basket instead of a cart. It's an automatic weightlifting session (and if you're a spontaneous shopper it becomes quite the workout!)

➔ **Park further away**

Build in extra walking by parking further away from your destination. With how crammed many car parks are becoming, you'll not only burn calories but save a *lot* of time (and potential accidents) waiting for a closer spot to free up.

➔ **Set an alarm**

Set an alarm for every hour whilst you're working at your desk, so you remember to get up for a minimum of two minutes for stretching or walking around.

➔ **Support a good cause**

Sponsor charity walks or runs for causes close to your heart. Dedicate each charity walk/run to someone you care about as your motivation to train before, during, and after.

Did you know..?

CAN AN EMPLOYER REFUSE TO APPOINT ME TO A JOB BECAUSE OF MY FACEBOOK PROFILE?

If they haven't yet offered you a job, then an employer is within their rights to consider information from your Facebook profile when making a decision. Survey evidence suggests that a very large number of employers do check the 'online footprint' of candidates before offering them a job. It's bad HR practice though for any employer that claims to support equal opportunities in recruitment, as it doesn't make for a level playing field if they know more about some candidates than others.



Employers are not allowed to discriminate against you on the grounds of your age, gender, sexuality, ethnicity, disability, religion or belief, or union membership, all of which they could potentially find out if you or your friends discuss it online. In bringing a case against an employer you would need to provide enough information to strongly suggest that the decision was discriminatory, rather than because you were not the best person for the job. However, your employer will be at a disadvantage if they have discovered facts – such as your sexuality – of which they would have been ignorant, had they not reviewed your online profile.

Employer of the Month

Coalville Glass & Glazing



Coalville Glass are an exceptionally supportive employer and a pleasure to continue working with. All staff are welcoming and genuinely want to help their apprentice develop and build his skills. Coalville Glass remains committed to providing excellent on the job experience alongside learning and is a fantastic example of how the apprenticeship programme should work. They have a great team and their apprentice is a hands-on member with his own responsibilities and this has helped to build his life skills and grow into a cooperative and responsible member of the workforce.


Emma Schuster

Training Advisor

Learner of the Month

Donna Corah

Level 4 Business Administration

Nottinghamshire Healthcare 
NHS Trust

Donna is a Level 4 student at Warsop Primary Care Trust. I have nominated Donna as she is so dedicated to qualification and has a thirst for learning. Donna has outside responsibilities also with 2 children but has managed her time to ensure that she always meets her targets and often exceeds these. The quality of work that Donna produces is second to none, she is excellent at research and this is evident in work that is submitted. She is a pleasure to work with.

Thank You!

Tracy Brown

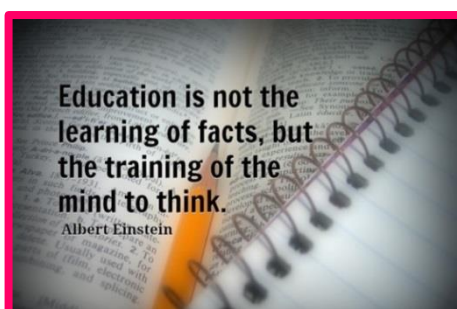
Training Advisor

Congratulations to the following learners.....

Name	Programme	Qualification
Habib, Aisha	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Ferrin, Curtis	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Wasim, Saliah	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Batchelor, Lisha	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Sajed, Mohammed	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Simpson, Anthony	Advanced Apprenticeship	BTEC Diploma in Business Administration
Ayub, Wasim	Intermediate Apprenticeship	BTEC Diploma in Business Administration

	Traineeship	Business Administration
Hussain, Khalid	Intermediate Apprenticeship	NVQ Certificate in Business and Administration
Walker, Leanne	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Coyne, Hanya	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Stoddart, Fiona	Higher Apprenticeship	BTEC Diploma in Business Administration
Elvin, Laura	Advanced Apprenticeship	BTEC Diploma in Business Administration
Everington, Mac	Advanced Apprenticeship	BTEC Diploma in Business Administration
Anglero, Adenaurys	Intermediate Apprenticeship	NVQ Certificate in Sales (QCF)
Fawcett, Deborah Ann	NVQ Only	BTEC Diploma in Customer Service
Sherwin, Kimberley	Advanced Apprenticeship	NVQ Diploma in Customer Service
Barrett, Callum	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Ambrose, Jade Victoria	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Fletcher, Robert	Intermediate Apprenticeship	Certificate in Cleaning and Support Services Skills
Jones, Martyn	Intermediate Apprenticeship	BTEC Diploma in Customer Service
Knight, Zoe	Advanced Apprenticeship	BTEC Diploma in Customer Service
Michel, Katie Grace	Advanced Apprenticeship	BTEC Diploma in Business Administration
Mohammed, Kiren	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Scott, Amy	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Wilkinson, Benjamin	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Etches, Laura	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Shepherd, Laura	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Thompson, Hayley	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Fella, Laura	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Russell, Anais	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Dolan, Emma	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Hill, Cheryl	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Milne, Henry	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Taylor, Ryan	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Marsh, Courtney Bree	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Start, Anthony	Advanced Apprenticeship	BTEC Diploma in Business Administration
Ellis, Julie	Higher Apprenticeship	BTEC Diploma in Business Administration
Hill, Jill	Intermediate Apprenticeship	BTEC Diploma in Business Administration
Topliss, Gregory	Intermediate Apprenticeship	Certificate in Warehousing and Storage
Farn, Alexander	Intermediate Apprenticeship	NVQ Certificate in Sales
Morley, Heather	Advanced Apprenticeship	BTEC Diploma in Business Administration

Quotes





Learner Feature



Thomas Hamilton
Health Education East Midlands

Health Education East Midlands

Congratulations to Thomas who has secured a band 4 position with Health Education East Midlands, 5 months into his Apprenticeship.

This is brilliant news and demonstrates the opportunities available to hardworking Apprentices

WELL DONE!!!!!!

Training Opportunities

PROSTART'S TRAINING PROGRAMME UPDATE

We are now into our 3rd month of delivering our “Minute Taking Programme” for various organisations. This is proving to be very popular for people to enhance their skills across a wide competency range. Our experience shows that the Training Programme is being utilised by both private and public sectors with feedback indicating the value and benefit achieved from this learning.



“The training was very enjoyable and reduced my fear of minute taking – I can do it. I found the exercises the most useful with feedback to help improve my performance. To have a go and see what you do in set situations and to capture the key points was very useful”

(Workshop Attendee)

“I am a confident person but have recently fallen out of love with my job role to date. This course has renewed my work focus and ability to move onwards and upwards. Many thanks”.

(Workshop Attendee)

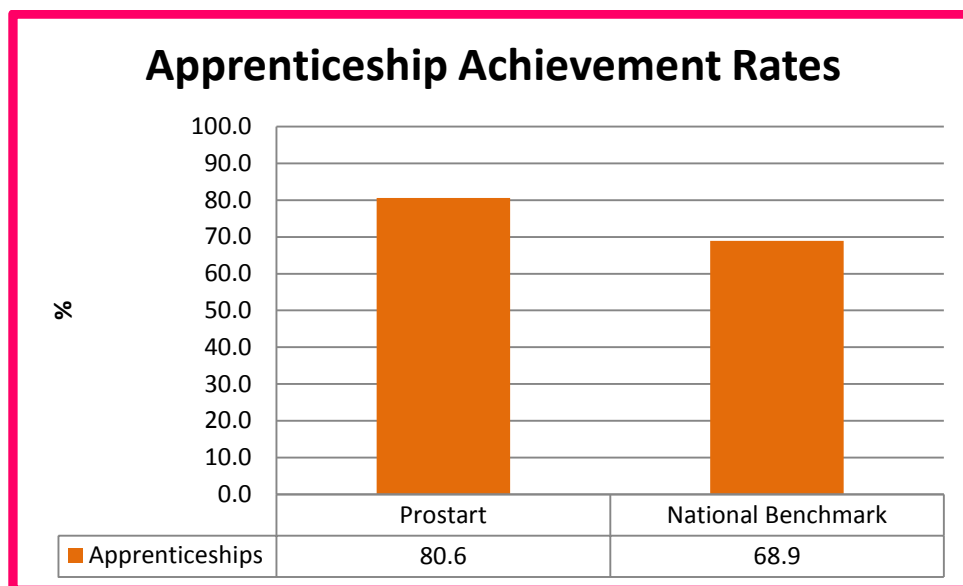
“As a result from this success we can offer a Training Programme to help people becoming “An effective Chair”. This training package gives an opportunity to understand the essential attributes of an effective chair and bring a professional approach to meetings”.

(FEEDBACK FROM NHS NOTTINGHAM)

All of our Training Programmes are designed and delivered to organisations individual need and content in order to bring added value and benefits to attendees. Please contact Nina Ricci or Frank Harrison for further details on 0115 946 8182.



Achievement Rates



If you have any questions about the content of this newsletter or need to get in touch with us about anything else please contact us on 0115 9468182.