



# Prostart Newsletter

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## Welcome

Welcome to the September 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



**'Prostart28'**

*Editor*

## 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.

To keep up to date with all the news at Prostart become a fan on Facebook or check-out Prostart's website [www.prostartuk.co.uk](http://www.prostartuk.co.uk).

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**'Prostart Training'**



## News

On the 30<sup>th</sup> of August Prostart Training Officer Emma Schuster braved the shave for Macmillan Cancer Research UK. If you would like to sponsor Emma please donate here

<https://bravetheshave.org.uk/shavers/emma-schuster/>



If you are taking part in any sponsorship activities please get in touch so that we can promote this on your behalf. If this is something you would like to do please e-mail Prostart Training at [Lawrenceturton@prostartuk.co.uk](mailto:Lawrenceturton@prostartuk.co.uk)



## Current Vacancies

<u>Apprenticeship/Position</u>	<u>Company</u>	<u>District</u>
IT Application Specialist	Kitchen Designers	Bulwell
Business Administration	Building Solutions	Beeston
Business Administration	Building Fabrications	Ilkeston
Business Administration	Electrical Engineers	Heanor
Warehousing Apprentice	Fire Prevention Suppliers	Colwick
Business Administration/Receptionist	Salon	Long Eaton
Business Administration	Bespoke Furniture Manufacturers	Long Eaton
Business Administration	Furnishing	Ilkeston

**For further details on any of the vacancies above please contact our Recruitment Team on 0115 9468185**

## Health & Safety Update

### FLTA Safety Month – *Safetember*: see danger, speak up!



Date and location

1<sup>st</sup> - 30<sup>th</sup> September 2015, throughout the month, location the [FLTA](#) website

Event overview

National Fork Lift Safety Week was launched by the Fork Lift Truck Association (FLTA) in 2008 to raise awareness of the dangers involved in fork lift operations throughout the industry and to stress the importance of common sense measures that can make lift trucks safer and more efficient.

For 2015, the Association has increased the scope into a month-long campaign throughout September, dubbing the campaign "*Safetember*".

Throughout *Safetember* the FLTA will be making a compendium of free resources and guides available on its website. The Association will also be urging every company that works with lift trucks to genuinely empower workers with the freedom to report bad practice in a blame-free environment.



After all, this freedom is not a luxury, it is a right.

More information can be found on the [FLTA website](#), or by emailing the [FLTA secretariat](#).

From HSE Website

## Equality & Diversity



### Dates for September -

**5th Krishna Janmashtami - Hindu**

Hindus celebrate the birth of Krishna. Worshippers offer pujas (prayers) and sing bhajans (religious songs).

**10th Suicide Prevention Day**

**11th Ethiopian New Year's Day**

11 September is both Ethiopian New Year's Day and the Feast of Saint John the Baptist. The day is called 'Enkutatash' meaning the "gift of jewels."

**14th Rosh Hashanah - Jewish**

This is a two day festival celebrating the Jewish New Year.



**20th – 25th Hajj Day - Islam**

The Hajj is a pilgrimage to Mecca (Makkah). It is the largest annual pilgrimage in the world, and is the fifth pillar of Islam, an obligation that must be carried out at least once in every Muslims Lifetime, Hajj is difficult and complex to organise; work and annual leave may be difficult to fit in to normal leave arrangements.

**21st International Day of Peace**

It is dedicated to peace, or specifically the absence of war. It is observed by many nations, political groups, military groups, and peoples.

**23rd Yom Kippur Jewish (May not Work)**

Yom Kippur, the most sacred and solemn day of the Jewish year brings the Days of repentance to a close. On Yom Kippur, God makes the final decision on what the next year will be like for each person.

**23rd Autumn Equinox- Wicca**

**27th Succot Jewish (May not Work on the first 2 days)**

This commemorates the years that the Jews spent in the desert on their way to the Promised Land. Sukkot is also known as the Feast of Tabernacles, or the Feast of Booths.

**ACAS guides to identify, tackle and prevent discrimination in the workplace**

In August 2015, workplace expert, ACAS, launched [a series of equality guides](#) to help employers and managers identify, tackle and prevent discrimination in the workplace.

The guides are:

- [Equality and Discrimination: understand the basics](#) outlines the fundamentals of what employers, and employees and their representatives need to know to comply with equality law.
- [Prevent discrimination: support equality](#) explains where discrimination is most likely to arise in the workplace and how to stop it happening.
- [Discrimination: what to do if it happens](#) is a step-by-step guide covering how an employee should raise a complaint of discrimination and how an employer should handle it.

For further information <http://www.acas.org.uk/index.aspx?articleid=1461>

## Health & Wellbeing

### The Prevent Duty

What does the Prevent Duty mean?

It is a law that means that everyone has to work together to stop people being drawn into terrorism, being radicalised or taking part in acts of extremism. The Prevent Duty is vital for maintaining a safe and fair place to live, work and study. An important part of this is to promote fundamental British values. This includes democracy, rule of law and mutual respect and tolerance for those with different faiths and beliefs.





Terrorism is an action that endangers or causes serious violence damage or disruption. It is intended to influence government, intimidate the public and is made with the intention of advancing a cause – political or religious

Radicalisation is a form of grooming; it is the process by which a person comes to support terrorism and forms of extremism leading to terrorism

Extremism is vocal or active opposition of fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for different faiths and beliefs

If you were worried about someone that you thought were being radicalised or already involved in extremist activity report it to the Safeguarding Officer at Prostart - Remember- it is far better if the person gets help before they do anything that could lead to injury.

## Health and Fitness

How much physical activity do adults aged 19-64 years old need to do to stay healthy?

To stay healthy or to improve health, adults need to do two types of physical activity each week: aerobic and strength exercises.

How much physical activity you need to do each week depends on your age. Click on the links below for the recommendations for other age groups:



### Guidelines for adults aged 19-64

To stay healthy, adults aged 19-64 should try to be active daily and should do:

- at least 150 minutes of moderate aerobic activity such as cycling or fast walking every week, **and**
- strength exercises on two or more days a week that work all the major muscles (legs, hips, back, abdomen, chest, shoulders and arms).
- or
- 75 minutes of vigorous aerobic activity, such as running or a game of singles tennis every week, **and**
- strength exercises on two or more days a week that work all the major muscles (legs, hips, back, abdomen, chest, shoulders and arms).
- or
- A mix of moderate and vigorous aerobic activity every week. For example, two 30-minute runs plus 30 minutes of fast walking equates to 150 minutes of moderate aerobic activity, **and**
- strength exercises on two or more days a week that work all the major muscles (legs, hips, back, abdomen, chest, shoulders and arms).

A rule of thumb is that one minute of vigorous activity provides the same health benefits as two minutes of moderate activity.

One way to do your recommended 150 minutes of weekly physical activity is to do 30 minutes on 5 days a week. Source and for further information

<http://www.nhs.uk/livewell/fitness/Pages/Fitnesshome.aspx>



# Employer of the month

## Aerosol Solutions

Aerosol Solutions have been nominated as employer of the month by the Recruitment Team for their commitment to apprenticeships in general and specifically commitment to their learner James Hallam.

Stuart Graham Managing Director has personally worked with James to help develop his personal and professional skills. James is now a valuable member of the team.



# Learner of the month

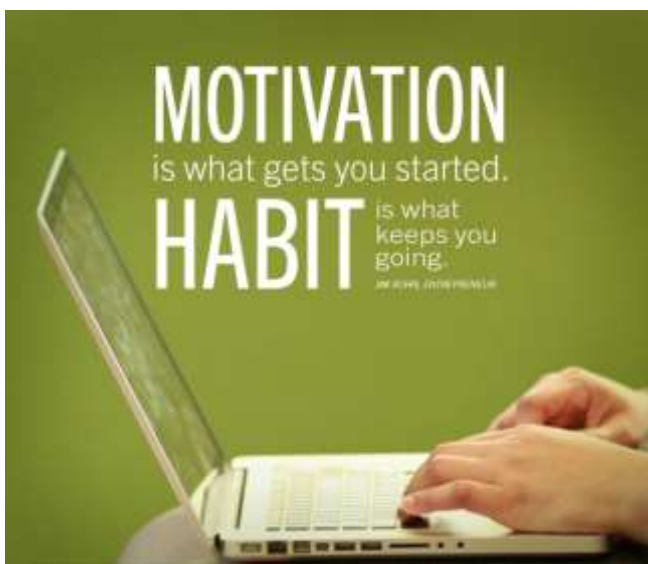
## Abigail Stubbs of The Jast Partnership in Long Eaton – Nominated by Assessor Frank Harrison

Abigail has progressed onto level 3 of her Business Administration programme and has quickly established herself as an asset to her organisation.

She is able in her manager’s absence every Wednesday to be confident to run the business administration side of the business dealing with people both inside and outside of the business in a very confident and professional manner. At my last meeting Abigail’s manager Michelle, confirmed that she has progressed with every new challenge and is well respected throughout the company for her willingness to help everybody. Her knowledge of managing the telephone statistics has become key in helping her senior managers manage the call centre performance. A REAL STAR.



# Quotes





# Learner Feature

## Youth Service Project by Sarah Clark Apprentice Administrator

### Nottinghamshire Health Informatics Service (NHIS)

I have been attending my local youth club for a few years now. It provides a place to go and things to do. There are a range of things to do such as listen to music and relax or play pool or take part in activities such as cooking, crafts and music (such as recording or DJ). You can choose whatever you want to do and get involved as much or as little as you want. There are hundreds of clubs and community projects to get involved with and there is something for everyone to do.



As time went on and I got older I was asked to get more involved and became part of my local club forum and district meetings. These are meetings in which young people get together with youth workers and tackle local issues along with try to improve the youth service as a whole.

This gave me motivation to start my own project. When talking about local issues I noticed that all conversation was around negative topics such as bullying and anti-social behaviour. I thought that I would be a good idea to bring something positive by starting up my own project surrounding apprenticeships. I planned to create leaflets and booklets on apprenticeships and try to promote the benefits. As my idea developed I decided that I would go into local youth clubs and run activities and talks on apprenticeships to try and motivate young people and grab their interest.

I have completed all planning for my project and it will go ahead within the next couple of months. I will be travelling to lots of clubs and giving talks and answering questions in the hope to inspire and motivate young people. I have created mini activities and booklets to give people guidance.

Moving forward I would like to expand on my idea further and speak to a wider range of people- for example visit schools and colleges. I want people to know that apprenticeships are beneficial and can kick start your career.

My main aim is to raise awareness and try to educate young people on what is available to them. When I was at school I would have appreciated more information on my options (not just staying at 6<sup>th</sup> form) therefore I want to provide this service. Being a young person myself and also being an apprentice I feel like I can give people good advice and relate to them.



# Celebration of Achievement

## Microsoft Success at Prostart!

The Prostart Training Microsoft Academy had been running for over 2 years and through the Microsoft Qualifications our learners have been able to enhance their knowledge and skills.

We run two programs of Microsoft Qualifications these are the Microsoft Technology Associate and the Microsoft Office Specialist Qualifications.

These courses are run as an additional element to your Apprenticeship qualification or can be taken as a standalone course.



Pictured is Paul Morris of Cartwright King who has successfully passed his Microsoft Windows Server Administration Fundamentals. Paul started as an Apprentice at Cartwright King over 3 years ago and after completing his apprenticeship, with the support of his Employer had now started to undertake the Microsoft Qualifications to continue his development and learning.

Well done Paul for passing this module first time!

For further information and pricing regarding Microsoft Courses please contact Lawrence Turton at the office on 0115 9468182 or e-mail [lawrenceturton@prostartuk.co.uk](mailto:lawrenceturton@prostartuk.co.uk)

# Congratulations to the following learners

## July and September Achievers

### Framework Achievers

Berryman, James	2	Diploma in Professional Competence for IT and Telecoms Professionals (QCF)
Bombek, Oliver Andrew	2	Certificate in Business and Administration (QCF)
Brown, Aimee	2	Certificate in Business and Administration (QCF)
Brown, Shannon	2	Certificate in Business and Administration (QCF)
Clegg, John William	2	Certificate in Business and Administration (QCF)
Durkin, Olivia Rose	3	Diploma in Customer Service (QCF)
Gregory, Lauren	2	Certificate in Business and Administration (QCF)
Heanue, Thomas	2	Certificate in Business and Administration (QCF)
Hickling, Sarah	3	Diploma in Business and Administration (QCF)





Kaur, Manpreet	2	Certificate in Customer Service (QCF)
Kilby, Emma	3	Diploma in Business and Administration (QCF)
Kilner, Sarah Ann	2	Certificate in Business and Administration (QCF)
Lauder, Danielle Amy	2	Certificate in Business and Administration (QCF)
Lewis, Amy Denise	2	Certificate in Business and Administration (QCF)
Orange, Emily	2	Certificate in Business and Administration (QCF)
Reynolds, Charlotte Elizabeth	2	Certificate in Business and Administration (QCF)
Ricci, Nina	4	Diploma in Business and Administration (QCF)
Richards, Sabrina Zena Louise	2	Certificate in Business and Administration (QCF)
Robertson, Shannon	2	Certificate in Business and Administration (QCF)
Rockliffe, Shannon	2	Certificate in Business and Administration (QCF)
Smith, Scott	3	Diploma in Professional Competence for IT and Telecoms Professionals (QCF)
Stevens, Bronwyn Olivia	2	Certificate in Business and Administration (QCF)
Straw, Richard	2	Certificate in Business and Administration (QCF)
Thorburn, William Thomas	2	Certificate in Business and Administration (QCF)
Turkmen, Guler	2	Certificate in Business and Administration (QCF)
Wagstaff, Vikki	2	Certificate in Mail Services (QCF)
Ward, Laura	2	Certificate in Business and Administration (QCF)
Watson, Jake	2	Certificate in Warehousing and Storage Skills (QCF)
Weir, Sarah	2	Certificate in Customer Service (QCF)
Wilbraham, Bonnie	2	Certificate in Business and Administration (QCF)

### **NVQ only Achievers**

Halford, Martine	3	NVQ Diploma in Customer Service (QCF)
Inger, Laura	3	NVQ Diploma in Customer Service (QCF)
Kelly, Carla	3	NVQ Diploma in Business and Administration (QCF)
Smith, Adam	2	NVQ Certificate in Team Leading (QCF)

## Learner Benefits

As an Apprentice you are entitled to various benefits and discounts through the Nation Union of Students' Apprentice Extra discount card. This card has discounts available on travel, sport, books and DVD, technology, mobile and broadband, as well as fashion, beauty and going out.

To apply please visit the link below:



NUS Apprentice extra card - <http://www.nus.org.uk/en/nus-extra/nus-apprentice-extra-card/>

## Training

Prostart will be running a training course 'Distressed Customers' over the next few months. If you would be interested in attending this in centre at Prostart Training please e-mail

[Frankharrison@prostartuk.co.uk](mailto:Frankharrison@prostartuk.co.uk)

## Contact

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