



# Prostart Newsletter

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## Welcome

Welcome to the End of Year 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!!

## Have your say...



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](http://www.prostartuk.co.uk).



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## News

# Apprenticeship Graduation Ceremony 2016

Nottinghamshire Training Network are working in partnership with East Midlands Further Education Council to host the 2016 Annual Apprenticeship Graduation.

This will be the 12<sup>th</sup> year that NTN have been involved with the organisation of the event which celebrates the success of Apprentices within the East Midlands.

Next year’s event will be held on the **10<sup>th</sup> March 2016**, just before Apprenticeship week at the **Albert Hall in Nottingham**.

If you have completed your **Intermediate, Advanced or Higher Apprenticeship Framework by February 2016** and would like to celebrate the special occasion with your friends and family then book your place at this year’s prestigious ceremony through the link below:

<http://www.yourgraduation.co.uk/ntn>

*Celebrate your journey...*

*Class of 2016*

## Current Vacancies

<u>Apprenticeship/Position</u>	<u>Company</u>	<u>District</u>
Business Administration	NHS	Ruddington
Business Administration	Building Solutions	Beeston
Business Administration	Primary School	Eastwood
Business Administration	Estate Agents	Ilkeston
Customer Service	Consumer Finance Bank	Nottingham
Business Administration/Receptionist	Medical Practice NHS	Hucknall
Business Administration	Upholsterers	Long Eaton

**For further details on any of the vacancies detailed above please contact our Recruitment Team on 0115 9468185 or [LawrenceTurton@Prostartuk.co.uk](mailto:LawrenceTurton@Prostartuk.co.uk)**

## Health & Safety

### Latest Health and Safety Statistics

Key Figures for Great Britain (2014/2015)

- **1.2 million** working people suffering from a work-related illness
- **2,538** mesothelioma deaths due to past asbestos exposures (2013)
- **142** workers killed at work
- **76,000** other injuries to employees reported under RIDDOR<sup>1</sup>
- **611,000** injuries occurred at work according to the Labour Force Survey
- **27.3 million** working days lost due to work-related illness and workplace injury
- **£14.3 billion** estimated cost of injuries and ill health from current working conditions (2013/2014)

1. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations



## Equality & Diversity

### E&D Calendar for December and January below -

6 December	Hannukah (Jewish Festival of Lights, starts at sunset, ends evening of 14 December)
8 December	Bodhi Day (Buddhist day to celebrate the enlightenment of Buddha)
10 December	Human Rights Day
18 December	International Migrants Day
20 December	International Human Solidarity Day
25 December	Christmas Day (Christian celebration of the birth of Jesus Christ) - Bank Holiday
26 December	Boxing Day - Bank Holiday
31 December	New Year's Eve
1 January	New Year's Day - Bank Holiday
5 January	Birthday of Guru Gobind Singh (Sikhism – ending three days of religious observance)
6 January	Epiphany (Christian celebration of the manifestation of Jesus Christ)
7 January	Orthodox Christmas Day (Christian)
15 January	Pongal (Hindu Harvest Festival)
19 January	World Religion Day (Baha'i)
21 January	Martin Luther King Jr Day
27 January	International Holocaust Day
30 January	Birthday of Guru Har Rai (Sikh)

Understand the basics in E&D with this ACAS guide:

<http://www.acas.org.uk/media/pdf/e/7/Equality-and-discrimination-understand-the-basics.pdf>





# Equality & Diversity

## Do you know.....

### Who runs the UK?

The Government runs the United Kingdom. The leader of the government is the Prime Minister.

### Parliamentary Democracy

The UK is a parliamentary democracy with a constitutional Monarch as Head of State.

The principle behind British democracy is that the people elect Members of Parliament (MPs) to the House of Commons in London at a general election, held no more than five years apart. Most MPs belong to a political party, and the party with the largest number of MPs in the House of Commons forms the government.



### What is Parliament?

Parliament is where politicians (MPs) meet to decide laws and make decisions for the United Kingdom. It is not the same as the Government (which runs the country). One of the jobs Parliament does is to check that the Government is running the country properly.

### Parliament is made up of three parts:

1. The Queen
2. The House of Lords
3. The House of Commons

Laws are rules that everyone in the country must obey. In a democracy, like the UK, nobody is above the law. About one hundred new laws are passed each year.

A proposed new law is called a bill. Bills must be agreed by both Houses of Parliament and receive Royal Assent from the Queen before they can become Acts of Parliament which make our law.

The Bill is introduced by a First Reading. This is simply an official notice that a Bill is going to be proposed and what it's about. It gives MPs time to prepare and discuss it.

Shortly afterwards comes the Second Reading. At this point the principles are considered on the floor of the House. The Bill is then sent to be looked at by small groups of MPs who examine the Bill in detail. At the Third Reading the Bill is debated and there is a vote. If the Government has a majority, the Bill is then passed to the House of Lords.

Once a Bill has passed through both Houses, it is sent to the Queen for the Royal Assent. Once it has Royal Assent the Bill becomes an Act of Parliament. It is the law of the land.

Since 1952, The Queen has given Royal Assent to 3135 Acts of Parliament.

### Recent Employment Law changes

1 October 2015	National Minimum Wages rates increase.
1 October 2015	Tribunals lose power in successful claims to make 'wider recommendations' on avoiding discrimination.

October 2015	Section 54 of the Modern Slavery Act 2015, requiring supply chain statements from businesses with a turnover above £36m, becomes law subject to Parliamentary approval.
April 2016	'National Living Wage' (NLW) will be introduced for workers aged 25 and over. A 50p premium will be added to the existing National Minimum Wage.
October 2016	Earliest likely implementation date for measures in the Immigration Bill 2015-16.

## Health & Wellbeing

### Healthy Eating

Eating healthily doesn't have to be complicated or boring! In fact, it's about making sure you have plenty of variety, so you get all the nutrients you need and maintain a healthy weight.

It's about not eating too much of some things – like saturated fat, sugar and salt – while getting enough of others – like fibre, protein, vitamins and minerals.



### *Fruit and Vegetables*

Research shows that people who eat plenty of fruit and vegetables are less likely to develop heart disease and certain cancers.

They can be fresh, frozen, dried, canned or juiced and should make up about a third of our diet. Many of us don't eat enough fruit and veg, and it can be hard to know how much a 'portion' actually is. Here are a few simple suggestions, which count as one portion each:

**Breakfast** – a glass of juice or a heaped tablespoon of dried fruit or a banana with your cereal.

**Snacks** – an apple or a handful of grapes or a pear.

**Lunch** – a side salad or a tomato and lettuce in a sandwich or three heaped tablespoons of baked beans.

**Dinner** – three heaped tablespoons of vegetables like peas or carrots or sweetcorn.

You should try to eat at least 5 portions of different coloured fruit and vegetables a day and each one must be different.

### *Meat, poultry, fish, eggs, beans, lentils and nuts*

Eat a portion of any of these foods at 2 of your daily meals. They all contain protein, which helps to build and repair your body.

You don't need to eat meat or fish every day – try cheese, well-cooked eggs, beans, lentils or tofu instead.

Try to eat fish twice a week – one portion of white fish such as haddock or cod, and one portion of oily fish such as salmon or sardines. Oily fish are rich in vitamin D and a type of fat that helps to prevent heart disease. Avoid frying meat or fish.



### *Breads, other cereals and potatoes*

Have a serving of starchy food (bread, breakfast cereal, potatoes, yams, rice or pasta) with every meal. These foods give you energy.

Wholegrain foods such as brown rice or wholegrain bread or pasta contain B vitamins; minerals and fibre that are good for you and help prevent constipation.

Why not try:

**Breakfast** – wholegrain cereal or porridge or wholemeal toast with cut up banana or dried fruit.

**Lunch** – a sandwich or brown rice or pasta salad

**Dinner** – stews, casseroles or curries with potatoes or couscous or pasta or rice

One portion is:

- 2 tablespoons of cooked pasta, rice or noodles
- a medium baked potato
- three tablespoons of cereal

### *Milk and dairy foods*

These are calcium-rich foods, which help to keep bones and teeth strong. Try to have 3 servings a day and choose lower-fat versions, such as semi-skimmed milk, half-fat cheese and low-fat paneer where you can.

Did you know: A pint of whole milk contains 22.8g fat whereas a pint of semi-skimmed has 10.2g?

One portion is:

- A glass of milk (200ml)
- 150g pot of low fat yoghurt
- 30g of cheese (matchbox size)



## Employer of the month

### Ashley Potts – The Nottingham Emmanuel School



Ashley Potts is the line manager for Jacob Gamble who is currently studying for a Level 3 ICT Professional NVQ. Ashley has been there for Jacob on his journey from level 2 to level 3 providing support in his every day work and being involved in the course at all levels; by helping develop Jacob's knowledge of ICT and allowing time for work to be completed. He attends regular progress reviews building a great relationship between learner, manager and assessor. I would like to thank Ashley for making my job as Assessor an easy one within The Nottingham Emmanuel School.

Nick Malysz

## Learner of the month

### *Angela Halpin-Danby – IT Application Specialist Apprenticeship*

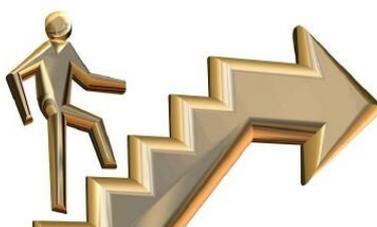
Angela has been working on her IT Application Specialist qualification for 6 months and has proved to be an excellent learner. Angela is pro-active with any work set and even sends in work she thinks may be appropriate for the course. Angela has to complete all three functional skills for her qualifications, which has been challenging so far, but she has shown great enthusiasm to complete the course by attending extra training sessions and completing many past papers.

Assessor Note: Angela is always welcoming and has a fresh cup of coffee waiting for me on each visit I make.

## Congratulations to the following learners

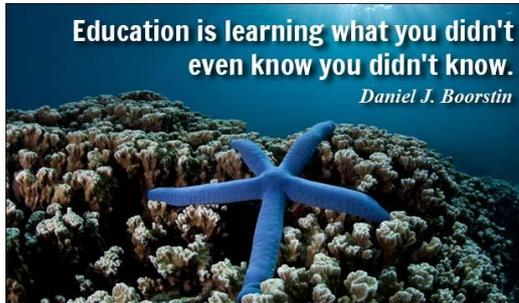
### October & November Achievers

Name	Programme	Qualification
Aiston, Andrew	Advanced Apprenticeship	Diploma in Accounting (QCF)
Bakewell, Lois Rebekah	Intermediate Apprenticeship	BTEC Diploma in Customer Service (QCF)
Burrows, Jessie	Intermediate Apprenticeship	BTEC Diploma in Business Administration (QCF)
Carlyle-Smith, Jacob	Intermediate Apprenticeship	BTEC Diploma in Customer Service (QCF)
Cunningham, Kirsty	Intermediate Apprenticeship	NVQ Certificate in Business and Administration (QCF)
Farabella, Francesca	Advanced Apprenticeship	NVQ Diploma in Business and Administration (QCF)
Hawley, Aleigha Joan	Intermediate Apprenticeship	NVQ Certificate in Business and Administration (QCF)
Hussain, Sofia	Intermediate Apprenticeship	BTEC Diploma in Customer Service (QCF)
Jendraszeski, Szymon	Advanced Apprenticeship	Diploma in Warehousing and Storage (QCF)
Keay, Matthew	Intermediate Apprenticeship	BTEC Diploma in Business Administration (QCF)
Lawson, Jordon	Intermediate Apprenticeship	BTEC Diploma in Customer Service (QCF)
Mann, Sebastian	Intermediate Apprenticeship	Diploma in Professional Competence for IT & Telecoms Professionals
Marriott, Carrie Louise	Advanced Apprenticeship	Diploma in Accounting (QCF)
Marsden, Joseph	Intermediate Apprenticeship	Certificate in Warehousing and Storage Skills (QCF)
Miah, Nahida Yeasmin	Advanced Apprenticeship	BTEC Diploma in Business Administration (QCF)
Morris, Chelsea	Intermediate Apprenticeship	BTEC Diploma in Customer Service (QCF)
Morris, Hannah	Intermediate Apprenticeship	NVQ Certificate in Business and Administration (QCF)
Polatkiran, Hasan	Traineeships	Barbering
Renshaw, Leona	Intermediate Apprenticeship	BTEC Diploma in Business Administration (QCF)
Sabbarwal, Rohan	Advanced Apprenticeship	Diploma in Professional Competence for IT & Telecoms Professionals
Seward, Ashley	Higher Apprenticeship	NVQ Diploma in Business and Administration (QCF)
Smith, Matthew	Intermediate Apprenticeship	Diploma in Professional Competence for IT & Telecoms Professionals
Stubbs, Abigail	Advanced Apprenticeship	NVQ Diploma in Business and Administration (QCF)
Tompkin, Jack	Intermediate Apprenticeship	BTEC Diploma in Business Administration (QCF)
Whetton, Pearce	Advanced Apprenticeship	BTEC Diploma in Business Administration (QCF)
Wilkinson, Lauren	Intermediate Apprenticeship	NVQ Certificate in Business and Administration (QCF)
Wynn, Kieran	Intermediate Apprenticeship	BTEC Diploma in Customer Service (QCF)





# Quotes



# Training Opportunities

As a Training Provider we help develop people within their workplaces and therefore bring success to each learner and their organisation. We achieved this by having a strong team and a committed approach. To bring added value to all our programmes we are running a series of training sessions designed specifically to

compliment individual organisations and staff. We have a proven track record in delivering bespoke training to people from a wide range of organisations developing their potential, increase their effectiveness and personal contribution.



Recently we have delivered, with success, Extraordinary Telephone Service, Minute Taking, Self-Belief, Awesome Receptionists and Leadership sessions, complimented with sessions designed

specifically for local companies both small and large. We are happy to discuss how we can help enhance the effectiveness of your business by designing and delivering a bespoke package for you.

Please contact Denise Newcomb or Frank Harrison at Prostart Training on 0115 946 8182 for further information.



**May we take this opportunity to thank you for your support over the past year and we wish you a happy and healthy Christmas and a prosperous New Year.**

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.