



# Prostart Newsletter

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## Welcome

Happy New Year and welcome to the January 2018 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 at [info@prostartuk.co.uk](mailto:info@prostartuk.co.uk)

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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As previously reported 20% off the job training is now a government requirement of Apprenticeships. Over a 12 month Apprenticeship programme 20% is equivalent to 1 day a week training and this increases the longer the training programme.

### **Where the off-the-job training should take place**

Off-the-job training can take place at an employer's workplace or off-site (e.g. in a classroom or from home via distance learning, as part of a blended approach). It is the activity, rather than the location that determines whether the training meets 20% off-the-job definition.

### **The role of progress reviews and assessment in off-the-job training**

Off-the-job training must teach new knowledge, skills and/or behaviours that will contribute to the successful achievement of an apprenticeship. By progress reviews, we mean reviewing and testing what an apprentice has already learnt, rather than teaching new knowledge, skills and behaviours. A progress review does not therefore count as off-the-job training. It is important that Prostart monitor Apprentices progress, although progress reviews do not count towards the 20% off-the-job minimum requirement.

### **Determining whether an activity should be classed as off-the-job training**

Off-the-job training is outside of normal working duties. However, it is possible to be undergoing training activities outside of normal working duties while physically at your normal workstation. For example, being taught how to operate a new machine or undertaking e-learning at your desk. To decide whether a training activity constitutes "off-the-job" training, it may be helpful to consider it in comparison to activities undertaken by other staff that are fully competent.

English and maths Apprenticeships are designed to have sufficient stretch to require 20% off-the-job training. They are designed on the basis that an apprentice already has the required levels of English and maths and therefore training for English and maths must be on top of the 20% off-the-job training requirement.

For further guidance and examples <https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

### **Apprentice Minimum Wage increase from April 2018**

The national minimum wage for apprentices will rise again in April 2018, from £3.50 to £3.70 an hour. This is a 5.7% increase, above UK inflation.



This rate applies to apprentices under 19 and those aged 19 or over who are in their first year. Apprentices must be paid at least the national minimum wage rate if they're an apprentice aged 19 or over and have completed their first year.

### **Prostart Training Awards 2018**

On the 6<sup>th</sup> of July 2018 Prostart will host our 11<sup>th</sup> Annual Awards Ceremony. Each year we arrange an event to celebrate the hard work and commitment shown by our Apprentices, Learners and Employers.

If you would like the opportunity to sponsor this year's awards event please contact [ninaricci@prostartuk.co.uk](mailto:ninaricci@prostartuk.co.uk).

The sponsorship package includes:-

- Two tickets to the Awards Ceremony with buffet meal
- Judging and selecting the winner in your category
- Presentation of award to the runner up and winner in your category
- Company Logo engraved on each trophy in your category
- Company information and logo in the Awards Brochure and the Prostart Newsletter



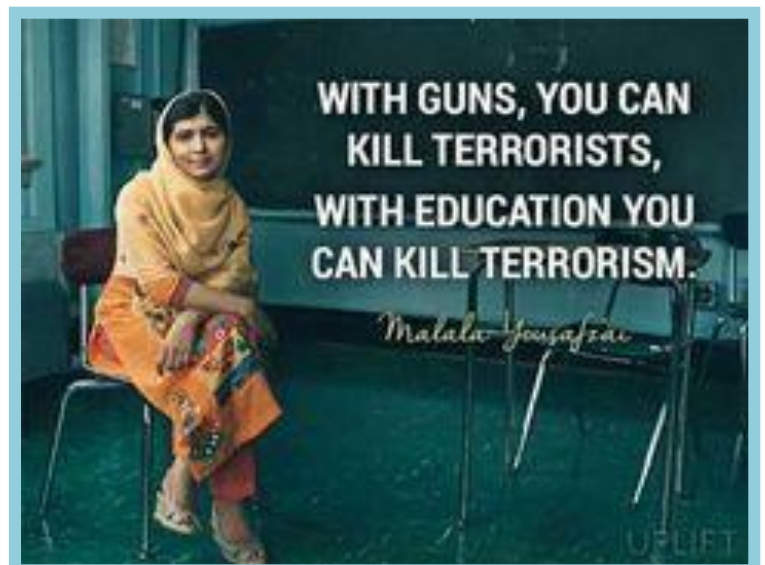
## Current Vacancies

Apprenticeship/Position	Company	District
Business Administration	Packaging Company	Loughborough
Business Administration	NHS	Nottingham
Business Administration	NHS	Retford
Business Administration	NHS	Mansfield
Business Administration	Recruitment	West Bridgford
Business Administration	Packaging Supplier	Ilkeston
Business Administration HR	Solicitors	Nottingham
Business Administration	Academy	Arnold
IT Infrastructure	Council	Leicester
Mail Operative Apprentice	Freight Company	Castle Donnington
Sales Apprentice	Metering Solutions	Eastwood
Sales Apprentice	Kitchen Design	Doncaster
Warehousing	Confectionary	Nottingham

For further details on any of the vacancies detailed above please contact our Recruitment Team on 0115 9468182 or [LawrenceTurton@Prostartuk.co.uk](mailto:LawrenceTurton@Prostartuk.co.uk)

### Interview Tips

- ➔ Practice and Prepare. Practice your responses to the typical job interview questions and answers most employers ask. ...
- ➔ Research the Company. ... Do your homework about the employer and the industry, so you are ready for the interview question "what do you know about this company"
- ➔ Get Ready Ahead of Time. ...
- ➔ Be On Time (That Means Early) ...
- ➔ Show what you know. Try to relate what you know about the company when answering questions





## Health & Safety – News

### Latest HSE Statistics

#### New statistics published 1 November

Last Wednesday, HSE published its **annual ill-health and injury statistics for Great Britain**. The latest estimates from the Labour Force Survey (LFS) show:

- The total number of cases of work related stress, depression or anxiety in 2016/17 was 526,000, a prevalence rate of 1,610 per 100,000 workers.
- The number of new cases was 236,000, an incidence rate of 720 per 100,000 workers.
- The total number of working days lost due to this condition in 2016/17 was 12.5 million days. This equated to an average of 23.8 days lost per case.
- In 2016/17 stress, depression or anxiety accounted for 40% of all work-related ill health cases and 49% of all working days lost due to ill health.
- Stress is more prevalent in public service industries, such as education; human health and social care work activities; and public administration and defence.
- By occupation, jobs that are common across public service industries (such as healthcare workers; teaching professionals; business and public service professionals) show higher levels of stress.
- The main work factors cited as causing work-related stress, depression or anxiety were workload pressures, including tight deadlines and too much responsibility and a lack of managerial support.
- Work-related ill health, injuries and what is now an estimated £14.9 bn cost to the economy have generally followed downward trends over time. The new data confirms the picture seen in recent years that, even if Great Britain continues to have one of the best health and safety records in Europe, most of the indicators are now broadly flat.



The importance of our increasing emphasis on health is reflected by an estimated 1.3 million workers suffering from a work-related illness (new or long standing) in 2016/17. Around 80% of these were musculoskeletal disorders or stress, depression or anxiety, with an estimated 0.5 million cases each. With 12,000 deaths, occupational lung diseases accounted for 90% of the estimated 13,000 deaths linked to past exposures at work (often decades ago). This is why our plans prioritise tackling these areas. Join the Go home healthy campaign, help us spread the word and share your ideas.

More details of these statistics can be found in our [stress specific statistics leaflet](#)

### For Guidance on Health and Safety Requirements for Young People in the Workplace:

[http://www.hse.gov.uk/youngpeople/index.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=digest-26-oct&utm\\_term=hs&utm\\_content=young-workers](http://www.hse.gov.uk/youngpeople/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=digest-26-oct&utm_term=hs&utm_content=young-workers)



## Equality & Diversity News



### LGBT in the workplace – 5 ways you can be a better ally at work

LGBT (Lesbian, Gay and Bi-Sexual) people face workplace discrimination on a daily basis, from homophobic bullying disguised as banter to transphobic bullying. One in five people have actually admitted to making offensive remarks about LGBT people in the past year in a poll carried out by YouGov in 2015.

It doesn't have to be that way; here are some simple tips on how you can become an LGBT ally at work.

#### 1 – READ UP – EMPOWER YOURSELF

If you want to be a good ally, don't ask your colleague to explain what LGBT means. Go away and research yourself whether that is through Google, YouTube or specific LGBT sites, give yourself a good idea of what it all means.

#### 2 – STEP UP – BE VISIBLE

Being a good ally can include wearing a lanyard of support, joining in with Pride activities or even just communicating with others. Talking about articles that you have read at the weekend or things that are happening in the news that are specific to the LGBT community.

#### 3 – SPEAK UP – EMPOWER YOUR LGBT COLLEAGUES

In a survey asking 3000 people from over 60 countries, 57% of people who had overheard anti-LGBT discussions said that they were too scared to say anything whilst 49% of people were worried others may assume they are gay too! A workplace needs to stand up and challenge this kind of behaviour.

#### 4 – FAMILIARISE YOURSELF WITH THE POLICIES

LGBT people are protected by law but companies should also strive for diversity policies on top to this. Make sure you familiarise yourself with the policy within your workplace and ensure you fully understand your responsibilities within this.

#### 5 - LISTEN

Lastly but not least – LISTEN! The facility of having someone to talk to can make all the difference when you are in the minority. Be that person that someone sees as a trusted ally and be proud of it! Remember – just because someone has come out to you doesn't necessarily mean that they have come out to others or ready for everyone else to know!

For more information please visit [www.stonewall.org](http://www.stonewall.org) or speak to your assessor.

For a full list of awareness days please go to –

<https://www.awarenessdays.co.uk/>

Religious Festivals and Holidays:

<https://www.timeanddate.com/holidays/uk/2018>





## Equality & Diversity - January

The 27<sup>th</sup> January 2018 is Holocaust Memorial Day

Between 1941 and 1945, the Nazis attempted to annihilate all of Europe's Jews. This systematic and planned attempt to murder European Jewry is known as the Holocaust (The *Shoah* in Hebrew). From the time they assumed power in 1933, the Nazis used propaganda, persecution, and legislation to deny human and civil rights to Jews. They used centuries of antisemitism as their foundation. By the end of the Holocaust, six million Jewish men, women and children had perished in ghettos, mass-shootings, in concentration camps and extermination camps.

### What is genocide?

The term 'genocide' was first used in 1933, in a paper presented to the League of Nations by the Polish lawyer, Raphael Lemkin. He devised the concept in response to the atrocities perpetrated against the Armenian population of the Ottoman Empire, between 1915 and 1918.

On 11 December 1946 the General Assembly of the United Nations resolved that genocide was a crime under international law. This was approved and ratified as a *Convention on the Prevention and Punishment of the Crime of Genocide* on 9 December 1948. The Convention defines genocide as: 'any of the following acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group, as such:

- ❖ killing members of the group
- ❖ causing serious bodily or mental harm to members of the group
- ❖ deliberately inflicting on the group conditions of life calculated to bring about its physical destruction in whole or in part
- ❖ imposing measures intended to prevent births within the group
- ❖ forcibly transferring children of the group to another group

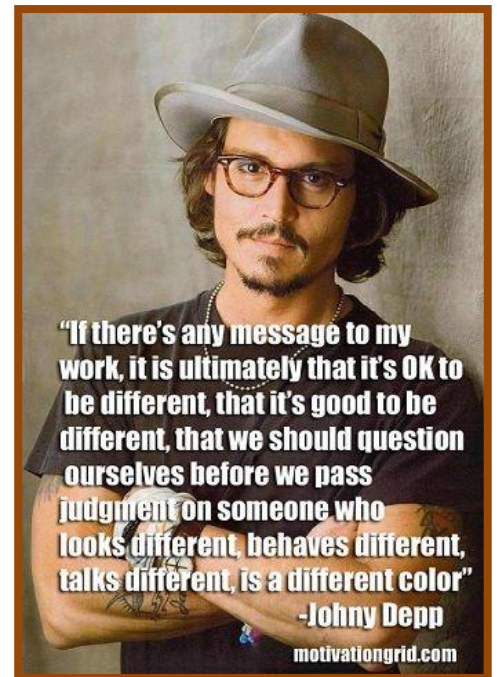
A number of specific actions have been deemed to be punishable under the Convention. These are:

- ❖ genocide
- ❖ conspiracy to commit genocide
- ❖ direct and public incitement to commit genocide
- ❖ attempt to commit genocide
- ❖ complicity in genocide

The term genocide has been applied to the Holocaust, the Armenian genocide and many other mass killings including the genocide of indigenous peoples in the Americas, the Greek genocide, the Indonesian killings of 1965-66, the Assyrian genocide, the Serbian genocide, the Holodomor, the 1971 Bangladesh genocide, the Cambodian genocide, the Guatemalan genocide, and, more recently, the Bosnian genocide, the Kurdish genocide, and the Rwandan genocide.

According to one estimate, from 1956 to 2016, a total of forty-three genocides have taken place which caused the death of about 50 million people, while an additional 50 million were resettled or displaced by such conflicts.

Source and for further information: <http://www.hmd.org.uk/genocides/holocaust>





## Health & Wellbeing - Food of the Month

Denise's (Healthy Food in the spotlight)

**Kiwi fruit:-**



One medium kiwi (69 grams) contains 0.79 grams protein, 42 calories and 2.1 grams of dietary fiber

amount	minerals contained	vitamins contained
The estimated safe and adequate intake for copper is :-  1.5 - 3.0 mg/day. Many survey studies show that Americans consume about 1.0 mg or less of copper per day.	<a href="#">Potassium</a> - 215 mg	<a href="#">Vitamin A</a> - 60 IU
	<a href="#">Phosphorus</a> - 23 mg	<a href="#">Vitamin B1 (thiamine)</a> - 0.019 mg
	<a href="#">Magnesium</a> - 12 mg	<a href="#">Vitamin B2 (riboflavin)</a> - 0.017 mg
	<a href="#">Calcium</a> - 23 mg	<a href="#">Niacin</a> - 0.235 mg
	<a href="#">Sodium</a> - 2 mg	<a href="#">Folate</a> - 17 mcg
	<a href="#">Iron</a> - 0.21 mg	<a href="#">Pantothenic Acid</a> - 0.126 mg
	<a href="#">Selenium</a> - 0.1 mcg	<a href="#">Vitamin B6</a> - 0.043 mg
	<a href="#">Manganese</a> - 0.068 mg	<a href="#">Vitamin C</a> - 64 mg
	<a href="#">Copper</a> - 0.09 mg	<a href="#">Vitamin E</a> - 1.01 mg
	<a href="#">Zinc</a> - 0.1 mg	<a href="#">Vitamin K</a> - 27.8 mcg
Also contains trace amounts of other minerals	Contains some other vitamins in small amounts	

\* Copper is our mineral of the month it is involved in the absorption, storage and metabolism of iron and the formation of red blood cells. It also helps supply oxygen to the body.  
The symptoms of a copper deficiency are similar to iron-deficiency anaemia

## Health & Wellbeing

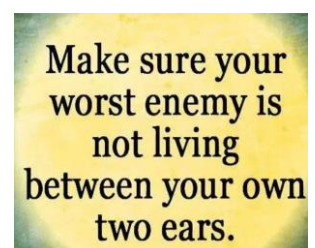
### Breaking Unhealthy Habits

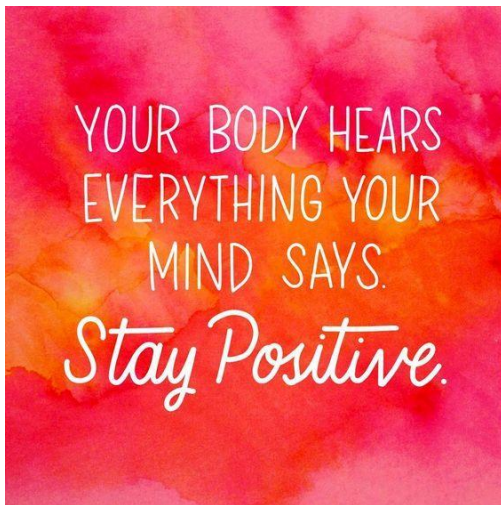
Habits are settled practices and tendencies that by their very nature are difficult to give up. Willpower, like a muscle, fatigues relatively easily when you're out of training. It's important to be aware that in most cases, willpower alone is unlikely to help you break bad habits and form healthier ones. Here are four tricks to boost your chances.

#### 1. One step at a time

If you routinely eat unhealthily or avoid physical activity, there are many things you can do to improve your lifestyle. Setting out to achieve radical change is admirable, but unlikely to be successful. Instead, choose one change and try to stick with just that for a while. Promise yourself you won't buy that packet of sweets on the way home every day or commit yourself to short daily walk.

Try a single goal and see how you go about achieving it. If it's working, add another goal. The more specific you can be in making a plan to achieve your goal – stating when, where, and how you will do it – the more chance you have of succeeding.





## 2. Shape your environment

Don't let your environment set you up to fail. Remove temptation and try to identify and surmount barriers to eating healthily, being active or getting a good night's sleep.

Don't keep treats at home where you can access them anytime you have a craving. Make sure you have the right clothing and kit for exercise and keep it washed and ready in a place you won't forget. Create prompts to break long periods of sitting – make TV adverts your time to move or routinely get off the bus or train a stop early. If you drive to work, try to find parking a 10-minute walk away from the office.

Pre-empt tempting situations by making plans. Leave your phone in another room when you go to bed so you won't be tempted to look at it when you should be winding down. Write up a shopping

list and plan your route around the supermarket to avoid aisles where the products appeal to your weaknesses. Don't wait until you're hungry to buy food – pack something healthy. Use reminders on your phone, work computer or a fitness tracker to prompt you to get out of your seat and move around.

## 3. Commit yourself publicly

Tell your friends and family about your goals and ask them to help you, remind you and push you in the right direction. You can even write out a contract and ask a family member to witness it while you sign your name. Put it somewhere obvious in your home or carry it with you as a constant reminder.

## 4. Reward yourself (with healthy choices)

Sticking to a plan is worth celebrating, even if you're not always achieving important milestones. Choose rewards that you'll look forward to and appreciate that don't involve unhealthy meals, drinking sessions or prolonged inactivity. Make your reward healthy by treating yourself to a new pair of trainers or booking a walking holiday instead.

By DR SOPHIE ATTWOOD NUFFIELD HEALTH



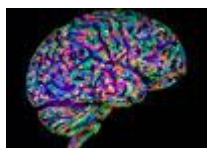
## Interesting Facts - Did You Know...?

The hair on your head could be anything up to **6 to 7 years** old

Each day your head hairs grow **0.5mm**

Body hair grows more slowly, about **0.27mm per day**

Your eyebrows renew themselves every **64 days**



Cells in the brain's cortex are not renewed and are as old as you are, although there is evidence for continuous regeneration in the hippocampus

The surface of the cornea is covered in a thin layer of cells that is continually renewed. Complete turnover is **every 7 to 10 days**

Cells in the retina do not regenerate, which is why vision problems arise with age. However, stem cell treatments are beginning to target degenerating retinas.

**Source:** The Scientist







## Employer of the Month



Denmaur Independent Papers – Leicester have been nominated as the Employer of the month by Training Advisor Dave Brown. Denmaur Independent Papers are one of the UK's largest independent paper merchants, offering paper solutions for designers & end users, publishers and printers.

100% of apprentices have secured full time positions within the organisation and Denmaur continue to actively support the apprenticeship program. The members of staff at Denmaur are always happy to assist Training Advisors and the new apprentices that have started this year are already making good progress.



## Learner of the Month

Jake Garvican has been nominated as learner of the month by his Training Advisor Claire Bates.

Congratulations to Jake for winning the Yü made a difference award! Jake has won the trophy for a month and will be attending the next recognition day.

"Jake has been managing the Objections for the Broker team and has been doing a fab job."

"Jake has made exceptional improvement and helped out greatly within the Broker team and has taken on more responsibility of handling the Objections."

"Always doing what is asked of him with minimal fuss. Good work!"

"For completing his coursework not only early but without any help! Well done!"





## Congratulations to the following achievers...

Name	Level	Qualification Achieved
Allen, Sharon	3	BTEC Diploma in Management
Bartram, Abbie	2	BTEC Diploma in Business Administration
Berry, Lauren	2	BTEC Diploma in Business Administration
Billson, Kamran	2	BTEC Diploma in Business Administration
Blount, Jordan	3	NVQ Diploma in Sales
Brown, Travorn	2	BTEC Diploma in Business Administration
Carrington, Michael	2	BTEC Diploma in Business Administration
Clark, Sarah	4	NVQ Diploma in Business Administration
Cresswell, Charlotte	2	BTEC Diploma in Team Leading
Edmondson, Ross	2	Certificate in Warehousing and Storage
Egginton, Ruby	3	BTEC Diploma in Business Administration
Ferrin, Curtis	2	Foundation Certificate in Accounting
Fothergill, Kyra	2	BTEC Diploma in Business Administration
Fox, Charlotte	4	NVQ Diploma in Business Administration
French, Owen	2	BTEC Diploma in Business Administration
Haddaway, Connor	2	BTEC Diploma in Business Administration
Hall, Liam	2	BTEC Diploma in Business Administration
Hall, Lorrette	4	NVQ Diploma in Business Administration
Hawkins, Elysia	3	BTEC Diploma in Business Administration
Hester, Nicole	2	BTEC Diploma in Business Administration
Huddleston, Chelsea	2	BTEC Diploma in Business Administration
Jevons, Leah	2	BTEC Diploma in Business Administration
Johnston, Deborah	3	BTEC Diploma in Business Administration
Justo, Daniel	2	BTEC Diploma in Business Administration
Kirk, Alissa	2	BTEC Diploma in Business Administration
Kirk, Josie-Fred	3	BTEC Diploma in Business Administration
Muir, Zhane	2	BTEC Diploma in Business Administration
Pasco, Louise	4	NVQ Diploma in Business Administration
Quibell, Chloe	2	BTEC Diploma in Business Administration
Rasmussen, Erin	2	BTEC Diploma in Business Administration
Roache, Shanique	2	BTEC Diploma in Business Administration
Rose, Barrington	2	Certificate in Cleaning and Support Services Skills
Saunders-Johnson, Owen	2	BTEC Diploma in Business Administration
Shabaz, Safa	2	BTEC Diploma in Business Administration
Sisson, Olivia	2	BTEC Diploma in Business Administration
Smith, Danielle	3	Diploma in IT User Skills (ITQ)
Standen, Aiden	2	BTEC Diploma in Business Administration
Steadman, Syrontie	2	BTEC Diploma in Business Administration
Unsworth, Kelly	2	BTEC Diploma in Business Administration
Walker, Jon	3	BTEC Diploma in Business Administration
Walsham, Ellie	2	BTEC Diploma in Business Administration
Waterson, Lauren	3	BTEC Diploma in Business Administration
Wilson, Guyle	4	NVQ Diploma in Business Administration
Wilson, Poppy	3	BTEC Diploma in Business Administration
Worker, Mitchell	2	Foundation Certificate in Accounting



# Training Opportunities

## PROSTART'S TRAINING PROGRAMME UPDATE

### Functional Skills Training

Prostart hold functional skills training sessions weekly on Thursday and Friday's. From January 2018 these sessions are mandatory if you have been identified as requiring support with your functional skills and your Training Advisor will be discussing this with you.

Please be aware you must book onto these sessions as there is limited availability.

For further information or to book onto this training please contact Tony Start at the office– [tonystart@prostartuk.co.uk](mailto:tonystart@prostartuk.co.uk) or speak to your Training Advisor.



## Feedback to us Please...

We hope you have enjoyed this newsletter, we really appreciate all the feedback we receive and we would welcome your feedback on this newsletter too, please click the link below to complete this really quick survey:

<https://www.surveymonkey.co.uk/r/NLC2PWQ>

## Learner Benefits – Did you know?

As an Apprentice you are entitled to various benefits and discounts through the National 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. The card costs £11 and is valid for 12 months.

To apply please visit the link below:

<http://www.apprenticeextra.co.uk/>



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.