



Prostart Newsletter

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Welcome

Welcome to the November 2017 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

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.



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News



As previously reported in Newsletters this year the Apprenticeship landscape has changed significantly due to the Apprenticeship Reforms. In summary the Apprenticeship Levy has been introduced and qualifications are changing over from Frameworks to Standards. Along with these changes the requirements of Apprenticeships has changed and these are key phrases you may hear during your induction and throughout your Apprenticeship training.

20% off the job Training

An apprenticeship is a job with a formal programme of training. As set out in “English apprenticeships: our 2020 vision”, published in 2015, the requirement for at least 20% off-the-job training is one of the core, and well established, principles that underpins a quality apprenticeship. The 20% threshold is the minimum amount of time that should be spent doing off-the-job training during an apprenticeship and this applies to both apprenticeship frameworks and apprenticeship standards. This requirement applies to apprenticeships at all levels.

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice’s normal place of work but must not be delivered as part of their normal working duties.

The off-the-job training must be directly relevant to the apprenticeship framework or standard and could include the following.

The teaching of theory (for example: lectures, role playing, simulation exercises, online learning or manufacturer training),

- Practical training: shadowing,
- mentoring, industry visits and attendance at competitions,
- Learning support and time spent writing assessments/assignments.

Off-the-job training does not include:

- English and maths (up to level 2) which is funded separately,
- progress reviews or on-programme assessment needed for an apprenticeship framework or standard,
- training which takes place outside the apprentice’s paid working hours.

Over a 12 month Apprenticeship programme 20% is equivalent to 1 day a week training and this increases the longer the training programme.

Full guidance on off the job training can be found here:

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Reflective Journal

In order to meet and evidence the 20% off the job training Prostart apprentices that started after the 1st of May are issued a timetable of formal training sessions for the duration of their programme which are mandatory to attend once a month. In addition to this training apprentices have been issued with a Reflective Journal that must be updated weekly with any online learning, practical training, shadowing & time spent working on assignments etc. Assessors will be checking completion of the Reflective Journal during 12 weekly progress reviews





Current Vacancies

Apprenticeship/Position	Company	District
Business Administration	NHS	Loughborough
Business Administration	NHS	Nottingham
Business Administration	NHS	Retford
Business Administration	NHS	Sutton-in-Ashfield
Business Administration	Electrical Supplies	Long Eaton
Business Administration	GP Surgery	Mapperley
Business Administration	Academy	Derby
Business Administration	Opticians	Long Eaton
Business Administration	Fork Lifts	Castle Donnington
Facilities Apprentice	Academy	Arnold, Nottingham
IT Infrastructure	IT Support	Toton
IT Infrastructure	Council	Leicester
Mail Operative Apprentice	Freight Company	Castle Donnington
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

Do what you
have to do
until you can do
what you want to do
-Oprah Winfrey



Health & Safety – News

Contractor receives suspended prison sentence after worker seriously injured

A sole trader from London has today been given a six month prison sentence suspended for eighteen months after an employee fell from height.

Southwark Crown Court heard how, on 11 November 2016, James Gibson was undertaking a refurbishment project when a worker fell through an unprotected hole in the ground floor. The worker fell through the hole measuring approximately 1.5 metres by 3 metres, into a basement below and suffered serious head injuries.

The investigation by the Health and Safety Executive (HSE) found failures in health and safety management had led to a number of fall from height issues on site, including a lack of sufficient edge protection to prevent workers from falling through the opening in the floor.

James Gibson of Brent Street, London, pleaded guilty to breaching Regulation 6 (3) of the Work at Height Regulations 2005. He was given a six month prison sentence suspended for eighteen months and ordered to pay costs of £8,442.

Speaking after the hearing HSE inspector Matt Raine said: “Falls from height remain one of the biggest causes of workplace fatalities and major injuries. Had the employer in this case, James Gibson, implemented adequate control measures to protect the health and safety of his workers, this incident could have been prevented.”

Source: HSE

Myth: Workers are banned from putting up Christmas decorations in the office



The reality

Bah Humbug! Each year we hear of companies banning their workers from putting up Christmas decorations in their offices for 'health and safety' reasons, or requiring the work to be done by a 'qualified' person.

Most organisations including HSE and local councils manage to put up their decorations, celebrating the spirit of Christmas without a fuss. They just sensibly provide their staff with suitable step ladders to put up decorations rather than expecting staff to balance on wheelie chairs.



Equality & Diversity News

ANTI-BULLYING WEEK 2017

Our research shows that 1 in 2 young people will, at some point experience bullying. As a result, 1 in 3 will self-harm, grades will drop and 14% will develop eating disorders. Bullying is a national emergency and continues to undermine the self-esteem, health and potential of millions in the UK.

We are Ditch the Label, one of the UK's leading anti-bullying charities. This year we are using Anti-Bullying Week to encourage people to speak up about bullying. We also invite activists, teachers, parents/guardians, businesses and other interested parties to help us eradicate bullying and improve the lives of millions by pledging support for Ditch the Label. Anti-Bullying Week is being held between Monday 13th – Friday 17th November.

https://www.ditchthelabel.org/anti-bullying-week/?gclid=EAIaIQobChMILfqt8-L1glVp7ftCh0QYACsEAAAYASAAEgLVAPD_BwE



About the author

Ditch the Label is one of the largest anti-bullying charities in the world. Each month, we provide crucial support to thousands of people aged 12-25 through our website. As part of our commitment to support, we regularly produce guides and articles like these ones as a way of sharing our top tips.

I was 14. You were both a year older. Every time you saw me for a year you told me I was ugly. Those were the only words you ever said to me – “You’re so ugly”. You could not have known my dad told me I was fat almost as frequently. I doubt you’d have cared.

The first few times I shrugged it off, wondered what I might have done to upset you, even though I didn’t know you and we had never spoken. But the more you said it, the more it started to affect me, yet I never made the connection that what you were saying was what was changing how I felt. I had never given much thought to my face up until then. But suddenly I found myself getting ready to go out with my friends then looking in the mirror and crying because I believed I was really ugly. I didn’t want anyone to look at me. I felt ashamed of my face. I started comparing my features to those of my friends; it was almost an obsession. It was very painful.



Because of you I lost what little confidence I had to begin with. I would hear “you’re so ugly” running through my head all day. When I told someone about it, which was humiliating by the way, they just said that I was pretty and you must be jealous. But I could not find a reason you would be jealous. All I could think was I must be the ugliest girl in the school if you felt the need to point it out so often. I stopped going out with my friends because I didn’t want anyone to look at my face, I just hid away

in my bedroom. Soon my friends didn’t want to be my friend anymore because I wasn’t fun now; I just stayed in and cried.

I refused to open my bedroom curtains because I preferred to be in darker rooms. This caused many fights with my mum as I would scream and burst into tears every time she came in to open them. In the end she gave up. I still prefer dark rooms.

I grew to hate myself. In my 20’s I found myself calling in sick to work and missing parties because what I saw in the mirror went beyond ugly. I thought I was offensive. I didn’t understand why I felt so ugly until I was 16 and read ‘You Can Heal Your Life’ but by then it didn’t matter where the belief came from, the seed you had planted had become so deeply rooted inside me.

I felt ugly on my wedding day just so you know. There have been days at a time when I don’t let my husband look at me because I’m so convinced of my ugliness I am sure he will leave me if he just looks at



me one more time. It goes beyond vanity, you made me feel like I can never be good enough. People tell me I'm pretty and it makes me uncomfortable. It would take a thousand *you're pretty's* to undo just one *you're ugly*. I was so angry at myself for being ugly that I cut my face with a knife. Thank god for make-up.

It's now been 18 years since you told me that I'm 'so ugly' and it still affects my life. I struggle enormously with my self-esteem. I find it very hard to look in the mirror. Some days I just don't. It's been extremely difficult for me to talk about until recently. I've told very few people up until now what you did to me, because I don't want to point out to them that I am ugly. People have said things like "Oh it was just kids; everyone gets bullied, you need to get over it" but I'm not sure if I ever will because at a time when I was young and appearance was everything, you made me believe that I am very ugly. And not just ugly but *bad*. Your words never go away even though it has been many years since you said them.

I have come to learn that words are the most powerful thing we possess. They can be inspiring or they can be destructive. Perhaps it was funny to you and I doubt you even remember now, but those words have destroyed many years of my life. Maybe I seem vain for that, but that is the power of words. It is never ok to say unkind words to anybody.

I've been so angry with you both when I think of all the things I've missed because of you. But I want to thank you. Thank you for being my greatest teachers about the power of words. Because of your words I choose mine carefully. Thank you for teaching me, though it has taken me years to learn, that just because someone says something about me does not make it true. And thank you for teaching me that real beauty, I mean REAL beauty, is on the inside. I may never believe I'm beautiful outside, but I know I am beautiful inside and I would choose that every time.

– Clare

7 things you can do if you witness someone being bullied: anti-bullying week 2016
Recent Ditch the Label research revealed that 69% of young people have witnessed somebody else being bullied, 43% of which see it at least once a week. With this in mind we have compiled 7 things that you can do if you see someone being bullied. Here's how you can be the one to help:



1. Ask if they are okay/if they need help

If it feels safe to do so, approach the person that is being bullied and ask them if they are okay or if they would like you to get help on their behalf. If it looks like the person is in danger, or at risk of serious harm, seek help immediately from a trusted adult, report it immediately to a teacher, or call the police on 999.

2. Do not join in or watch the bullying take place

Do not join in with the bullying that is taking place; think of the consequences of your words/actions and how they will negatively impact the person that is being attacked. Do not stand around and watch what is happening either; the attention may encourage the perpetrator to continue exhibiting such behaviour. Act swiftly, either seek help from a trusted adult or approach and focus your energy on the person that is being bullied (only if it feels safe to do so – see point 3 for reference).

3. Get the person that is being bullied away from the scenario

Instead of focusing your energy on the person that is doing the bullying, focus on getting the person that is being bullied away from the scenario and to a safe space. If it feels safe to do so, ask the person being bullied to come with you. Once you are away from the perpetrator, focus on keeping them calm and reassure them that everything will be alright. Make sure that they know they are in no way to blame for what is happening to them and that they can depend on you for support. From there you can both decide what is the best course of action to take.



4. Remember to keep calm

Often reacting in an aggressive manner can make the situation worse and can even put you at risk of physical harm. If you feel it is a safe and appropriate action to take, maybe try talking calmly to the person who is doing the bullying. Remember to challenge the behaviour, not the person – so instead of accusing the person of being a ‘bully’, calmly explain why their actions or words are causing the other person distress. For example, instead of saying “you’re upsetting them”, you could say “what you are saying/doing is upsetting them”. It might be appropriate to suggest that a teacher or responsible adult hosts a mediation between the two of them. A mediation can feel scary for those involved but is often incredibly powerful; it is essentially a face-to-face conversation between the person who is being bullied and the person doing the bullying in a controlled, equal environment.

5. After the event, ask them how you can help them

It is important that you don’t patronise the person that is experiencing bullying; make sure that they feel like the power is in their hands and that you will be there to support them every step of the way. A good way of doing this is to ask them how you can help them, or what steps they want to take next.

6. Be a friend

Your friendship could make all the difference to them right now. Spend time with them, make sure they know they are not alone and try to do things that will boost their self-esteem and confidence. It’s important that they still look after their health and maintain a good diet, exercise regime and things like meditation and yoga. It is also important that you remember to look after yourself as well and don’t take too much on.

7. Link them to Ditch the Label

We are one of the largest anti-bullying charities and we are always here for those who have been impacted by bullying. If you or anyone you know needs help or a push in the right direction, please do not hesitate to get help <https://www.ditchthelabel.org/>

Anti-Bullying Week is being held between **Monday 13th – Friday 17th November**. For further information and resources go to

<https://www.anti-bullyingalliance.org.uk/anti-bullying-week>

<http://www.bullying.co.uk/anti-bullying-week/>

**Make a
NOISE
about bullying**
#ANTIBULLYINGWEEK

Equality & Diversity Events



Religious Festivals and Holidays: July - September 2017



<http://www.bbc.co.uk/timelines/z37wjxs>

For a full list of awareness days for 2017 please go to –

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



Health & Wellbeing - Food of the Month

Denise's (Healthy Food in the spotlight) Spirulina (Seaweed)  Vitamins B3 topic of the month		Everybody loves pizza – that much is true. But if you're health-conscious and trying to maintain a nutritious diet as part of a comprehensive healthy lifestyle, then you might not allow yourself the treat. Too many calories, too much cheese, too high in fat or other unwanted things. But with Super Food Pizza , there's now a brand new pizza that's perfect for healthy eaters.
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amount	minerals contained	vitamins contained
One cup of dried spirulina has 64.37 grams protein, 325 calories and 4 grams of dietary fiber	Minerals: Potassium - 1527 mg Phosphorus - 132 mg Magnesium - 218 mg Calcium - 134 mg Iron - 31.92 mg Zinc - 2.24 mg Manganese - 2.128 mg Sodium - 1174 mg Selenium - 8.1 mg Copper - 6.832 mg Also contains small amounts of other minerals	Vitamins: Vitamin C - 11.3 mg Niacin - 14.358 mg Vitamin B1 (thiamine)- 2.666 mg Vitamin B2 (riboflavin)- 4.11 mg Vitamin B6 - 0.408 mg Pantothenic Acid - 3.898 mg Folate - 105 mcg Vitamin A - 638 mg Vitamin K - 28.6 mcg Vitamin E - 5.6 mg Contains some other vitamins in small amounts

Vitamin B3 is one of 8 B vitamins. It is also known as niacin (nicotinic acid) and has 2 other forms, niacin amide (nicotinamide) and inositol hexanicotinate, which have different effects from niacin. All B vitamins help the body convert food (carbohydrates) into fuel (glucose), which the body uses to produce energy. These B vitamins often referred to as B-complex vitamins, also help the body use fats and protein. B-complex vitamins are needed for a healthy liver, healthy skin, hair, and eyes, and to help the nervous system function properly. Niacin also helps the body make various sex and stress-related hormones in the adrenal glands and other parts of the body. Niacin helps improve circulation, and it has been shown to suppress inflammation. All the B vitamins are water-soluble, meaning that the body does not store them. You can meet all of your body's needs for B3 through diet. It is rare for anyone in the developed world to have a B3 deficiency. In the U.S., alcoholism is the main cause of vitamin B3 deficiency.

Health & Wellbeing

Workplace bullying and your emotional health

Read more about getting support if you are bullied at work

Workplace bullying can have a devastating impact on emotional health and your own self-worth but it's not always easy to know where you can go for some support and a listening ear. It's entirely understandable that you may not feel comfortable enough to find anyone within the workplace that you can confide in, especially if things are tense and difficult at work and you are having to face this every day.



Are you bottling up your feelings?

It may not be easy to talk about the harassment you are suffering at work, but we do know that sharing how you are feeling and confiding in someone that you trust can help to avoid emotions bubbling over into your personal life. It is inevitable that at some point the **bullying at work will impact on your life at home**. Talking with your partner or family might not be easy because you have such close emotional ties but think about how you would feel if your felt your partner was keeping something from you and how you would want to support them.

Your home will probably feel like your safe haven or sanctuary, and you might just want to shut the door and forget what is going on at work. However, if you don't find an outlet it might mean that emotions are running high and you return home feeling a little more agitated and stressed than usual which can mean that the slightest little thing can result in tempers flaring and family life can start to deteriorate.



So what can you do to take control of your own emotional wellbeing and help you through these difficulties?



- A diary can be a great way of expressing how you are feeling and can also aid in ensuring you have a written account of what has been going on.
- Take some time out to think about how you are really feeling – many people feel scared, stressed, anxious and low in confidence. If you recognise any of these signs and feel it would help to take some time out from work then make an appointment to see your GP.
- **Stress can have a devastating impact on emotional health** and it might mean that taking a couple of weeks off work might help you to feel calmer.
- Don't feel guilty or ashamed because you need some time out – **workplace bullying** is not acceptable and can have a debilitating effect on physical and emotional health. Ask your GP if there is any counselling you can access. See the British Association for Counselling and Psychotherapy to **find a counsellor in your area**.
- Check your insurance documents – some household insurance policies include a counselling helpline so this might be something you could look into.
- Join a **bullying at work support forum** where you can find others that are going through something similar. We have a forum dedicated to workplace bullying and it can be comforting to know that there are others out there going through something similar in a safe environment. You can share experiences and tips on what might have worked for you.
- Take control and get some **legal advice on bullying at work from ACAS** (Advisory Conciliation and Arbitration Service). They are there to give advice to both employees and employers. It's important to find out exactly where you stand and what rights you have as this can be really empowering.
- Speak to a support service where you can talk your situation through with a trained support worker. Sometimes just a listening ear can help – you could call our **free confidential helpline on 0808 800 2222** or **chat to us live online** or there is also the **Samaritans**
- Think about your options – are things so stressful that you feel you have to leave for the sake of your health, or do you feel that you are strong enough to fight this and are going to make a stand.
- Is it worth dipping your toe in the water and researching other job opportunities just to get a feel of what other jobs are out there.

Looking after yourself

These are all steps that you can take for yourself if you are **being bullied at work**.

Some will be harder than others but it is crucial that you remind yourself how important it is for you to look after “you”. We know that stress can affect blood pressure so it's always worthwhile arranging regular check-ups with your GP to make sure you are staying healthy. Listen to what your body is telling you and don't ignore any **signs of bullying** that might be telling you that your body might be struggling. Finding a hobby or an exercise that will help you to relax can also be another great strategy of trying to ensure that you stay calm and healthy. Finding outlets can be key in managing stress – it doesn't have to be anything high impact.

Here's a few ideas that might help:-

- Going for a swim before or after work might help to calm the brain and put you in a good frame of mind.
- A walk in the countryside or to the beach can also be another wonderful tonic.
- Meditation can be a great way of encouraging the mind to switch off and relax.
- Getting out on your bike with the family
- Tai Chi or yoga can also help to balance mind, body and soul.





- If you're feeling more energetic perhaps you could try an exercise class or some martial arts.

It doesn't have to cost a lot of money to stay healthy and less stressed – there is plenty that you can do which involves no cost. You might not always feel like it but sometimes we do need to push ourselves to do things, the more you do it the more you will get used to it. In time you will probably miss your exercise and will realise what a great stress buster it has been for you.

Family Lives are always here to support you so if you ever feel in need of a listening ear you can talk things through over the phone with a trained support worker in confidence, you can call the [freephone helpline on 0808 800 2222](tel:08088002222) at Family Lives or take a look at their website [Workplace Bullying Online Forum](#) for some peer support.

Source: <http://www.bullying.co.uk/bullying-at-work/workplace-bullying-and-your-emotional-health/>

Play it Safe

It will soon be the time for the office Christmas Party, here's how to play it safe –

Source: Christmas Party Guide

1. Dress to Impress

Dress smart – you want people to notice how fabulous you look but remember not to go overboard if you're around your boss and colleagues.

2. Avoid Social Media

Social media can be great, but it's probably not a good idea to post embarrassing photos with your boss all over the internet. To avoid posting something you might regret, keep your phone out of sight or disable your access to the internet.

3. Arrange Travel to Get Home

It's best to be safe than sorry so book a taxi in advance. If you drink too much, at least you will have a safe way of getting home.

4. Don't Get over the Top Drunk

It's Christmas and the time to get merry, but nobody wants to see you make yourself ill because you drank too much, and they probably won't let you forget it either! Set yourself a limit and stick to it!

5. Make Sure You Have the Essentials

Everyone needs essentials, spare cash, phone, phone number for a taxi, make sure you are prepared.

6. Keep It Professional

Although a Christmas party is the time to unwind, remember you are with your boss and colleagues and so don't get too familiar or behave inappropriately; you still have to work with them!

7. Buddy Up

To avoid getting into trouble by drinking too much, or not knowing how to get home, buddy up.

Find a co-worker and stick together throughout the night

8. Don't Worry About Work

It's time to have fun, but don't use the party as an excuse to discuss work. The party is meant to be time away from work, so relax and make sure you enjoy yourself.

9. Have Fun

Probably the most important tip is to have fun! Try to be relaxed so your colleagues see the fun side of you.

10. Don't Overdo It with The Food

Everyone loves free food, but you don't want to be remembered as the one who ate everything and left none for everyone else!



Employer of the Month



Dawn Bridgett has nominated Rise Park Doctors Surgery, for employee of the month. Rise Park Doctors Surgery are now working with their third apprentice Adam.

The whole team are extremely supportive of Adam and the apprenticeship programme and Dawn would like to thank them for always making her feel welcome and supporting Adam with his qualification.

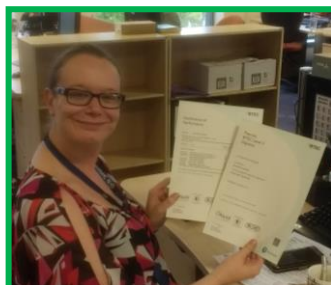
Dawn Bridgett

Learner of the Month

Aaliyah Wallace-Altaf – PATRA Traineeship

Aaliyah is a student on the Prostart Traineeship working in conjunction with PATRA in preparation for an apprenticeship with Nottingham City council. She started on the 1st August this year and has shown a commitment to both the course and her place at the Nottingham Community Association in Nottingham. Her line manager Jane Jeffrey has given her feedback and is very pleased with the work she is producing. Aaliyah is not afraid to always question anything she does not understand or even agree with. She has had some really interesting conversations and some lively discussions in the training sessions. She is a real pleasure to have in the group and she certainly keeps me on my toes and also seems to have encouraged others to speak up during the sessions that may have been more reluctant in the past!!

Nominated by Eve Adams – Training Consultant/Manager – Prostart Training



Joanne Turner receiving her IT User Skills Level 3 Certificates





Congratulations to the following learners...

Name	Level	Qualification Achieved
Berry, Lauren	2	BTEC Diploma in Business Administration
Billson, Kamran	2	BTEC Diploma in Business Administration
Brown, Travorn	2	BTEC Diploma in Business Administration
Clark, Sarah	4	NVQ Diploma in Business Administration
Fothergill, Kyra	2	BTEC Diploma in Business Administration
French, Owen	2	BTEC Diploma in Business Administration
Haddaway, Connor	2	BTEC Diploma in Business Administration
Hall, Lorrette	4	NVQ Diploma in Business Administration
Hester, Nicole	2	BTEC Diploma in Business Administration
Huddlestone, 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
Kemp, Laura	2	BTEC Diploma in Customer Service
Kirk, Alissa	2	BTEC Diploma in Business Administration
Muir, Zhane	2	BTEC Diploma in Business Administration
Quibell, Chloe	2	BTEC Diploma in Business Administration
Rasmussen, Erin	2	BTEC Diploma in Business Administration
Rose, Barrington	2	Certificate in Cleaning and Support Services Skills
Shabaz, Safa	2	BTEC Diploma in Business Administration
Smith, Danielle	3	Diploma in IT User Skills (ITQ)
Stubbs, Kirk	3	Diploma in Accounting
Unsworth, Kelly	2	BTEC Diploma in Business Administration
Walsham, Ellie	2	BTEC Diploma in Business Administration
Waterson, Lauren	3	BTEC Diploma in Business Administration
Worker, Mitchell	2	Foundation Certificate in Accounting - Level 2

Congratulations also to James Pike who has received the Customer Service Superhero award from the team at Nottinghamshire County Council



Customer Service Superheroes

Hi James

You have received 4 nominations during the recent National Customer Service Week event where our CSC heroes are recognised for being amazing!

Nominated by:	Nomination category	Reason for nomination
Emma Oxborrow	Super-charged	James always has a positive attitude. He is encouraging and always keen to help.
Julie Sansom	Super-charged	James is always really positive, comes up with great ideas and is always very friendly and helpful and is very approachable.
Lisa Mellon	Super-charged	James is our apprentice but deserves to be so much more. He takes such a pride in his role within the team and is always upbeat and proactive.
Michelle Thorpe	Super-charged	Within the CST James is a really positive team member, he is always happy and helps to lighten the mood and environment when things have started to go wrong. He is the most enthusiastic person we have had for a long time and wants to get involved and learn as much as he can. A great asset to the team



Training Opportunities

PROSTART'S TRAINING PROGRAMME UPDATE

Functional Skills Training

Prostart hold functional skills training sessions on Thursday and Friday's. If you would like to attend this training for refresher training or support please ask your Assessor for the timetable.

Please be aware you must book onto these sessions as there is limited availability and you may be turned away if you have not booked onto a session.

For further information or to book onto this training please contact Tony Start at the office— tonystart@prostartuk.co.uk or speak to your Assessor



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/MSTMFJS>

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.