

Prostart Newsletter - February 2021

Our Mission *Training you Today for Tomorrow*
Our Vision *'Inspire excellence through commitment
to our customers & partners
to prepare the best future for our community'*



National Apprenticeship Week

National Apprenticeship Week 2021 will take place from 8
14 February 2021

The annual week-long celebration of apprenticeships will shine a light on the amazing work being done by employers and apprentices across the country

The Week will also recognise how employers of all sizes have stepped up to the challenge during this unprecedented time

The annual week-long celebration of apprenticeships, taking place across England, will showcase how apprenticeships have helped employers and people of all ages and backgrounds. Employers are encouraged to promote the great work of their apprentices, whilst highlighting the many benefits apprenticeships bring to their business. Apprentices, at all stages of their learning will also be celebrated over the course of National Apprenticeship Week 2021.

Bringing together apprenticeship ambassadors, MPs, training providers, apprentices, parents and employers, National Apprenticeship Week highlights the work being done across the whole apprenticeship community to promote apprenticeships and their impact.

To find out more about [National Apprenticeship Week 2020](#).

The ESFA are extending the period for employers to claim additional incentive payment for taking on apprentices to March 2021 -

<https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>



Online Bullying - Cyberbullying

During the COVID-19 pandemic, there has been an increase in kids and teens using digital platforms.

Students who are prone to bullying are likely to cyberbully.



Now students are being educated online through various sites such as Zoom, Web Ex, Google Classroom assignments, Moodle and Microsoft Office 365 Home Schooling pilot program. Students will be in front of digital devices even more than they've ever been. This gives them even more access to digital devices.

With a limitless amount of targets and child and teen bullies online and with so many parents stressed out having to now teach their kids in the home schooling arena, parents may be exhausted and not paying attention to what their kids are doing online during non-school hours.

Although cyberbullying has been around for a long time, we're living in unprecedented times and when kids are stressed out and bored the opportunity to cyberbully is present.

!@#?

Sending nasty messages or being unkind about someone on a social media platform

▶

Posting personal photos, videos or information to purposely upset or embarrass someone

💬

Spreading rumours or gossip via social media sites, email or text message

👤

Creating a fake profile or website to make fun of someone

Put a stop to online Bullying

X

NEVER respond or retaliate to hurtful messages. The bullies want a reaction and giving them one will make things worse.



SAVE any texts, posts or emails, so you have evidence of the bullying.



BLOCK the bullies so communication is lost and log off the site where the bullying is taking place.



REPORT any incidents to a trusted adult. Also report the bullying to the website/platform administrator



TALK to a trusted friend or family member.

REMEMBER, you never asked to be bullied and its never your fault.

Speak Up

If you know of someone who is being bullied, don't remain silent. Speak up, Report it and help stop bullying.

As well as Valentines Day and Pancake Day February also marks the following: -



Tuesday, 9 Feb, we will celebrate the 18th edition of **Safer Internet Day** with action: taking place right across the globe. With a theme once again of "**Together for a better internet**",



[- LGBT+ History Month \(lgbtplushistorymonth.co.uk\)](http://lgbtplushistorymonth.co.uk)

And Random Acts of Kindness Day **Wednesday 17th Feb** [Choose kindness today.](#)

Prostart Update

All Training Sessions will be remote until July 2021.

Please keep up to date with Prostart news on the learner padlet <https://en-gb.padlet.com/paulavaughan/Learner2021>

Information on the Padlet can be used for Continued professional development, there are supplementary sessions under Mindset Masterclass to help develop your confidence and resilience and these can be recorded in your Reflective Journal for your off the job training hours.



Health and Wellbeing - Plantain

This medicinal herb is antibacterial, anti-fungal and anti-inflammatory but also has some fantastic properties including high in vitamin C and A and iron. It may be good for your immune system





It has fantastic properties and is a cell rejuvenator so will revive any damage. You can buy both the balm and use as a cream to relieve pain; but you can also buy it as a herbal tea

[50 Free Things you can do during lockdown](#)

50 free things you can do from home to keep you entertained, informed, and even healthy.

[Tate Britain](#)



Safeguarding and Prevent

Top Tips to Stay Safe Online can be found at the National Cyber Security Centre Website -

[Top-tips-for-staying-secure-online](#)

[Mrs Phillips and the Whale](#) How to avoid being 'catch of the day'

The BBC has a Fake News page, keep up to date with [Fake News](#), you can find accurate information on the [HM Government Share Checklist](#) and the [Full Fact](#) website.

Remember that you can use the time you spend on your continued professional development in your Reflective Journal.



Apprenticeship Redundancy - Employer Information

We know that the Covid-19 outbreak has had a seismic effect on the economy, and that some apprentices have been made redundant without completing their apprenticeships, while others are at risk of redundancy. We know you will do all you can to support these apprentices and to assist you with this work the Department for Education have recently launched the Redundancy Support Service for Apprentices. The service provides clear, accessible advice and guidance to individuals on the impact of redundancy, their options and next steps.

The service is made up of three main elements:

- Providing apprentices with advice and guidance on the impact of redundancy
- Signposting apprentices to local and national support services
- An apprenticeship vacancy sharing service to make redundant apprentices aware of new opportunities

The Department for Education are asking if you would be able to support redundant apprentices by sharing details of any apprenticeship [vacancies](#) you have. Apprentices that have been made redundant may already have the valuable skills and experience that your organisation needs. They are eager to continue their apprenticeship, put their learning into practice and can give organisations a quick return on investment.

If you would like to recruit a redundant apprentice or offer new apprenticeship opportunities, please visit [Hiring an apprentice who has been made redundant](#) or call 0800 015 0600 to find out more.

If you are aware of any apprentices who have been made redundant please encourage them to visit [Facing redundancy during your apprenticeship](#) or call 0800 015 0400 to speak to an adviser.

For more details:-

[Apprenticeship Redundancy Service](#)

Case Study Opportunity

Would any of the Prostart Apprentices be interested in completing a case study to use for marketing purposes?

If this is something you would be interested in please contact ninaricci@prostartuk.co.uk





Assignment Guidance

An assignment could be an essay - written on a particular subject, a review – critical evaluation, a case study – an investigation over a period of time, a project report – analysis of issues to make decisions or page by page journals – a personal learning journey. It is not a copy and paste of previous studies or publication, not a fiction and not an undergraduate essay without references or supporting evidence .

Assignment Framework Suggestion:-

- Content page
- Introduction
- Search strategy
- Review tools
- Literature review
- Discussion
- Conclusion
- Recommendations
- References

Determine the purpose of the assignment, what needs to be covered and what does not. Who is the reader and how much will they understand about the subject, i.e. – familiarity with industry jargon.

-Read the question carefully and highlight key words that look important

-Don't be shy to ask the Tutor for clarification, this is your assignment and you need to be clear on what is required

-Look for headings that are essential to help breakdown the flow of the report, essay or case study.

-Plan, plan and plan - how to layout, what to research, who to ask for support, study time, when to complete, put deadlines in your diary.



Search/ research is the most important part of gathering information and literature for your assignment. It needs special care.

Search through all sources: Google, google scholar, PubMed, Medline, CINAHL, EMBASE, Scopus etc. That will reduce source bias.

A visit to the library to gather evidence

Look into bibliography and reference section of original papers to gather more evidence

Some assignments are work-based so organisation research and discussions with colleagues and managers are essential.

Finally, get your mentor / tutor to review your planning document, this could save time having to re-do work and missing the deadline.

If you find yourself procrastinating and putting off starting your work, you might find this article useful [Why Do I Spend Weeks Avoiding Tasks That Will Take Me 10 Minutes to Do?](#)

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 for 1 year and £19 for two years, you get discounts from the likes of The Co-op, Amazon, Dominos, Alton Towers, New Look and much much more!

To apply please visit the link below:

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



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