

LEARNER NEWSLETTER

May 2023

REMEMBER OUR PROGRAMMES ARE ALL ABOUT YOU AND THE IMPACT THEY MAKE ON YOU!

SUPPORTING YOU!



Last month we welcomed our new Learner Engagement Manager, Zoe Keele. Her role is to support you throughout your learning journey with Achieving Excellence UK Ltd. In addition to your tutor, she is available with any support needs you may have. This role is important to us, because it's important to you. We understand how hard it can be to undertake learning whilst working, so we want to provide you with as much support as possible. Zoe can be contacted at zoe@achievingexcellenceukltd.com

Other support that is available to you, in addition to your tutor:

Director – Mike Austin
mike@achievingexcellenceukltd.com

Director - Rick Shuttleworth
rick@achievingexcellenceukltd.com

Safeguarding Lead – Charlotte
Safeguarding@achievingexcellenceukltd.com

Lead Internal Quality Assurer – Janice
janice@achievingexcellenceukltd.com

Functional Skills – Kavita
kavita@achievingexcellenceukltd.com

Don't forget within your Learner Handbook is everything you need to understand about your programme, along with other support like Complaints Procedure and Appeals Procedure.

[Learners – Welcome to Achieving Excellence UK Ltd](#)

To aid your personal knowledge, understanding and development, we also provide these monthly newsletters, which are all available on our website, and emailed to you. These contain personal messages from a Director, along with hot topics, current affairs and other tips and guidance:

[Incoming... – Welcome to Achieving Excellence UK Ltd](#)

Read the rest of this newsletter which includes a Jargon Buster, Careers Advice, support with maths, etc.

Also, don't forget the support of your employer is absolutely crucial to maximizing the impact of your programme. It's essential they provide you time away from normal duties (off the job) to undertake teaching, learning and assessment. It's essential they understand what you are learning so it can have a greater impact on you and them in the workplace. Please engage them and draw them into your programme.

Finally, the greatest support you can provide yourself is commitment, planning and intensity within your programme. The impact of the programme is only as good as what you put in. What you learn and remember should impact you for the rest of your lives.

Rick Shuttleworth
Director

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PREVENT – YOUR RESPONSIBILITIES

Definition of prevent: 'Prevent is about safeguarding individuals from being drawn into terrorism, ensuring those vulnerable to extremist and terrorist narratives are given appropriate advice and support at an early stage. Prevent is no different to any other form of safeguarding from harm'.

<https://education.gov.scot/improvement/learning-resources/safeguarding-prevent-in-education/>

This is governed by the legislation Counterterrorism and Security Act 2015.

What does this mean to you?

Prevent is everyone's responsibility, regardless of the sector that you work in, we are all responsible for prevent and safeguarding each and every person we come into contact with.

If any you have concerns about anyone's behaviour in regard to Prevent, it is your legal duty to report this. You can do this on this website:

<https://www.gov.uk/report-terrorism> You can also report articles, images, speeches or videos and websites that are made by extremist organisations.

Signs of extremist behaviour:

- *Isolating themselves away from family and friends
- *Talking as if it from a scripted speech
- *Unwillingness or inability to discuss their views
- *A sudden disrespectful attitude towards others
- *Increased levels of anger
- *Increased secretiveness, especially around internet use
- *Change in behaviour towards others

BRITISH VALUES – KING CHARLES

This year has seen a change in the monarch of the UK, from Queen Elizabeth to King Charles.

On 6th May we will celebrate the Kings Coronation.

A coronation is both the symbolic religious ceremony during which a sovereign is crowned and the physical act of placing a crown on a monarch's head. It formalises the monarch's role as the head of the Church of England and marks the transfer of their title and powers.

However, it is not actually necessary for the monarch to be crowned to become King. The last coronation was in 1953, for most people, King Charles' coronation will be the first one that they have witnessed or been able to celebrate and it is a big event across the country and will be followed by an additional bank holiday to celebrate.

King Charles III will be taking the throne at 74 years old which makes him the oldest King to take the role The youngest British monarch at the start of her reign was Mary, Queen of Scots, who became Queen at six days old in 1542.

There are 26 monarchies around the world, 12 are in Europe and 10 of those 12 are led by a royal family. British Values include values upheld by our royal family such as democracy and rule of law.

What does this mean to you?

How are you celebrating the Coronation?

Do you think a national celebration brings communities together?



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SAFEGUARDING – NATIONAL CHILDREN’S DAY

National Children’s Day UK is about the importance of a healthy childhood and how we need to protect the rights and freedoms of children and young people.

In 2023, National Children’s Day will be focusing on ‘A better future for every child’

This focuses on our next generation and how we support their future, including sustainability as well as providing education and care for children.

In the UK all children have the entitlement to free education, but this is not the case around the world and children are still facing poverty. It is important that we value children and help them to achieve as they are the next generation of doctors, teachers and world leaders.

There has been a focus on sustainability of the planet as climate change rises and the effects of this have been evident with habitats being lost for animals and the earths temperature rising. This will have an impact on children’s futures and we need to be working on this to reduce the impact of climate change to keep the earth safe for future generations.

What does this mean to you?

How do you work towards providing a better future for children?

Safeguarding children is everyone’s responsibility and should be taken seriously so that children are kept safe from harm or abuse.

HEALTH AND WELL-BEING – THE MENOPAUSE

What is the menopause?

- Menopause is when your periods stop due to lower hormone levels. This usually happens between the ages of 45 and 55.
- It can sometimes happen earlier naturally or for reasons such as surgery or cancer treatments.
- Perimenopause is when you have symptoms before your periods have stopped. You reach menopause when you have not had a period for 12 months.
- Menopause and perimenopause can cause symptoms like anxiety, mood swings, brain fog, hot flushes and irregular periods.

The menopause can impact individuals in different ways, and it can have an impact at work.

Employers should consider their employees wellbeing and this includes how to support an individual who is going through the menopause.

Employers should consider how the person’s job role and responsibilities could make their menopause symptoms harder to deal with, for example if:

- they work long shifts
- they cannot take regular toilet breaks
- their job requires a uniform which may cause discomfort
- their job does not have much flexibility

Even though the menopause is not covered in its own right by the Equality Act it is within age and sex, which means that it is an illegal act to discriminate against someone in employment due to the menopause.

Please read the link below for further information.

<https://www.acas.org.uk/menopause-at-work/talking-with-staff-about-the-menopause>

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EQUALITY AND DIVERSITY – DEAF AWARENESS

Deaf Awareness Week is taking place from **3 to 9 May 2022**.



There are currently 11 million people in the UK that are deaf or hard of hearing, 151,000 people use BSL (British Sign Language) and people who are deaf or hard of hearing are 50% more likely to have poor mental health.

It is important to include those who are hard of hearing or deaf into as many daily activities as possible and it is the responsibility of an employer to make reasonable adjustments to make their employment inclusive.

There are different types of communication that can support those who are hard of hearing or deaf such as British Sign Language, Makaton and PICS which is a pictorial communication method that can be used.

Additional information:

<https://www.ndcs.org.uk/deaf-awareness-week/>

<https://www.signature.org.uk/deaf-awareness-week/>

PERSONAL DEVELOPMENT – CAREER ADVICE

Information, Advice and Guidance (IAG) is a term used to describe the range of services offered by Achieving Excellence to support you in making informed choices about your learning and work.

IAG can include giving information about different options and courses, providing advice on what might suit your needs and circumstances, and giving guidance on the process of applying for jobs or courses. It can also involve signposting you to other services that can support you.

The aim of IAG is to empower you to make informed choices about your learning and work, which can lead to improved life chances and employment outcomes. IAG services are therefore an essential part of what we do by supporting you to progress in your careers and reach your full potential.

As part of each learning review, within every 12 weeks, you should discuss with your tutor your IAG opportunities. This should also include reviewing your current programme, that no barriers have arisen. If they have, you, your tutor and your employer can put plans in place.

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YOUR PROGRAMME – JARGON BUSTER



We are well aware we live in an era of acronyms and terminology. Often it can be confusing, so here is some definitions:

EPA or End Point Assessment

As part of your apprenticeship standard, you are required to pass an End Point Assessment. This is to verify you have obtained the knowledge, skills and behaviours of your programme.

Off the job or OTJ teaching, learning and assessment.

This means you receive teaching, learning and assessment AT WORK. You are at work but away from normal duties and responsibilities. And don't forget that whilst off the job includes classroom learning, it also includes ANY learning that contributes to your programme, at work, supervision, etc.

Knowledge, skills and Behaviours or KSB's

These are what makes up your apprenticeship modules. For example, you will learn and demonstrate your knowledge, skills and behaviours against the health and safety module, etc.

Planned End Date or PED

This is the date you should be finishing your programme.

Information, Advice and Guidance (IAG)

This links to your education and career, looking at your recommended path before, during and after your programme. It also includes overcoming any barriers to learning, etc.

OFSTED

Her majesties inspectorate for education. Like CQC or early years inspections, they come to Achieving Excellence to inspect the quality of our provision.

FUNCTIONAL SKILLS – MASTERCLASS

Over the last few months our Functional Skills Specialist, Kavita has been offering maths masterclasses. In addition to your work on BKS and tutor support you can attend these classes or watch recorded versions.

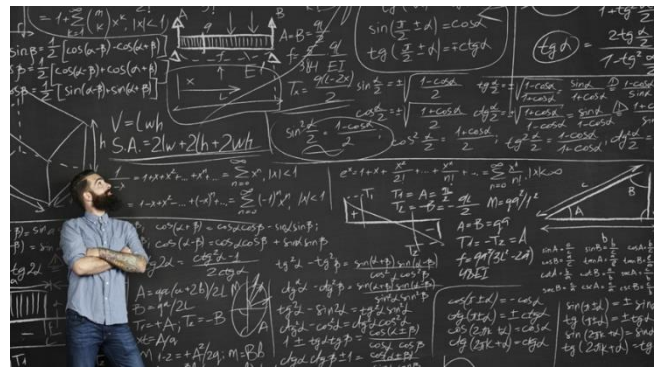
Here is a link to all the recordings and resources:

<https://1drv.ms/f/s!Anc-n9IS50mTjZdyWbSDoz4Lm0C7pw?e=bFwcdV>

sessions have included:

- Number Skills
- Fractions, decimals
- Ratio and proportion
- Area and perimeter
- Coordinates
- Averages

Kavita will be starting English classes soon so watch this space!



Other resources include

- Your tutor
- Your BKS learning plan and resources.
- BBC bitesize

Please remember our aim is for you to achieve your maths and/or English within the first 3-6 months of your programme. Work with your tutor to achieve this!