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## Competition:

We want to hear about your training experiences.

For your chance to win a £25 voucher send your training story to: [info@training-now.co.uk](mailto:info@training-now.co.uk)

Entitle your email: 'Training Story'

## SAFEGUARDING & PREVENT:

Laura Lawson and Alina Hemkova are the appointed Safeguarding and Prevent Officers for Training Now – if you have any issues or need to discuss any concerns regarding your own safety or that of a fellow learner please do not hesitate to contact us:

Laura: [trainingmgr@training-now.co.uk](mailto:trainingmgr@training-now.co.uk) (work mobile: 07738892289)

Alina: [AlinaHemkova@training-now.co.uk](mailto:AlinaHemkova@training-now.co.uk)

## 20% 'Off The Job' learning explained:

According to a document published by the NHS and Skills for Health; 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 apprentices' normal place of work but must not be delivered as part of their normal working duties.' This should be 20% of a learner's working week i.e. if the learner is working 30 hours a week they should spend 6 hours a week on their apprenticeship; however it does not need to be taken every week so long as by the end of the apprenticeship the learner has had 20% off the job learning overall. Lots of things can count as 'off the job' learning such as: Coaching sessions, In-house training (relevant to the standards in the learners' qualification) Team meetings, Shadowing, Mentoring, Supervision... Functional skills math's and English learning **cannot** be classed as 20% off the job learning. For the full article please use this link:

(<https://haso.skillsforhealth.org.uk/wp-content/uploads/2018/08/2018.08.16-HEE-What-is-20-OTJ-v5.pdf>)

## Reflective Journal

Your Reflective Journal provides evidence of your learning and the development of your skills journey; it is an important part of your qualification. There is no right or wrong way to complete it, it should be your moment to reflect on how you are finding your studies and to reflect on the new skills, knowledge and behaviors that you have gained. Tyler Jordan, (right) currently on a Business Administration Apprenticeship with Training Now said; 'it's a bit like writing a personal diary instead it's all about my work and studies. I find it is useful to help me reflect on what I have accomplished so far, I have to think about what I've done and reading it back actually increases my understanding'



**"We do not learn from experience, we learn from reflecting on experience"**  
(John Dewey)

**There have been some changes to the team at Training Now:** Senior Management Team: Lauren Cleever, Scott Jones and Laura Lawson. Deputy Training Manager: Paul Hamer, Deputy Apprenticeship Manager: Wendy Greenham. Training and Assessment Coordinators: Alina Hemkova, Sasha Cole, Dawn Heaton, Yvonne Gooch, Luke Hall (compliance officer) Tyler Jordan (Apprentice Business Administrator) Director: Sarah Leskinen-Keel. **Welcome to** Jo-Anne Mackay and Daniela Bardel.

## Diversity Calendar - up and coming events:

01/03/2019 marks:

- Zero Discrimination Day
- Saint David's Day – *Christian*
- Intercalary Days (end) – *Baha'i*
- Self-Injury Awareness Day
- International Wheelchair Day

**PREVENT:** Prevent is part of the government's strategy to prevent terrorism by reducing the possibility of radicalisation. It is designed to support people at risk of joining extremist groups and carrying out terrorist activities. Radicalisation comes in many forms and the risk factors are different throughout the country. Prevent is not about stereotyping. You cannot tell if someone is at risk of being radicalised by their appearance, age, by what faith or beliefs they hold, or their economic status. According to the NSPCC signs that someone has been radicalised may include:

- isolating themselves from family and friends,
- talking as if 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.

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<http://www.training-now.com>

[info@training-now.co.uk](mailto:info@training-now.co.uk)

**01/03/19** Marks Intercalary Days End - These Intercalary Days, or "Days of Ha," occur between the eighteenth and nineteenth months of the Baha'i Calendar (February 26 to March 1 inclusive), and end one day before the Baha'i fast begins. These are days of preparation for the Fast; days of hospitality, charity, ministering to the poor and sick, the giving of presents, and so on.

**05/03/2019** is Shrove Tuesday; traditionally people eat pancakes on this day. In Christian traditions, the 40 days before Easter are known as Lent, and they mark the time that Jesus spent fasting in the desert. ... And on **Shrove Tuesday** eggs, butter and stocks of fat would be used up. Pancake ingredients: 110g plain flour/pinch of salt/2 large eggs/200ml semi-skimmed milk mixed with 75ml water /50g butter serve: Caster sugar/Lemon juice /Lemon wedges/syrup or anything else you might like!

## Interview with a Learner



**Congratulations** go to Rachel Wilson for completing her Apprenticeship Level 3 in Lead Adult Care Worker. Rachel was one point from gaining a distinction for her excellent work!

Rachel has worked at Lansdowne Hill care home since 2016 and is now studying Adult Nursing at University. Rachel told me that the managers and team at Lansdowne have been fantastic, saying that;

'Lansdowne Hill care home gave me the opportunity to develop my skills and experience; they have been fantastic I couldn't have done it without them.' I asked Rachel how she found her studies with Training Now she told me that Lauren and Wendy were so supportive. Rachel went on to say; 'I never felt pressurised I was able to work at my own pace. I always felt that Lauren and Wendy were on the other end of the phone if I needed them. The guidance they gave me really helped me achieve my qualification. The course itself has taught me so much about care that I didn't know; despite my years of experience.'

### Employer Interview

I caught up with Jo Stewart from Lansdowne Hill Care Home who said that; 'Rachel has been a wonderful member of the team, a real asset to the service, it was great to see how her studies helped her to develop her skills and knowledge and fantastic that she achieved such a great result – she will be missed!'

