

THE FEARWIG

UPDATES FROM WEST BERKSHIRE TRAINING CONSORTIUM



Dear Members

Halloween and/or Brexit for some is a time of excitement and others with dread. Hopefully we'll be focusing on the exciting in this edition of The Fearwig!!!

So this month you'll find a brace of learner celebrations focusing on their success in apprenticeships and some helpful advice for employers dealing with Brexit. We'll also look back at the career of our CEO Tammera Easterling who left WBTC earlier in the month. Plus there is a feature on our latest Higher Apprenticeship programme.



Matt Garvey, Managing Director

HIGHER APPRENTICESHIP IN BUSINESS ADMINISTRATION

We'll be launching our Higher Apprenticeship in Business Administration this year. This Level 4 programme is ideal for anyone who has already completed the Business Administrator Level 3 apprenticeship or who has experience in office work. It is aimed at those who have initiative, ideas and a flare for efficiency in the work place. Office managers, admin team leaders and personal assistants are all roles that would find this programme highly developmental.

Topics covered in this apprenticeship include:

- Managing sustainability & risk
- Communicating in business
- Culture and ethics in a business environment
- Managing business facilities
- Personal effectiveness
- Managing people and performance

This is a 14 month programme and is an apprenticeship programme based around a formal diploma. There is NO end point assessment.

For more information email rachel@wbtc-uk.com or karen@wbtc-uk.com



2020 APPRENTICE GRADUATION

It may feel like a long way off but any apprentice who has achieved since 1st May 2019 will be invited to graduate next year. If you have achieved your apprenticeship since May then you'll receive an invite and opportunity to confirm your attendance. If you haven't heard from us then email me, matt@wbtc-uk.com. If you haven't yet achieved but are planned to do so by 30th April 2020, don't worry, we'll help sort your place once you've fully completed your apprenticeship.

Date: Wednesday 20th May 2020
Time: 14:00 - 16:00
Venue: Arlington Arts Centre, near Newbury





TAMMERA EASTERLING STEPS DOWN AFTER 32 YEARS AS CEO OF WBTC

After 32 years at the helm of West Berkshire Training Consortium, Tamera Easterling is stepping down as CEO. Her long service to the charity and to the West Berkshire community has seen WBTC grow to be the biggest apprenticeship provider in the area.

'WBTC was originally created by Newbury District Council and the local Chamber of Commerce in 1983 and when I started at WBTC, we had a small corner of Newbury Town Hall as our office and just one member of staff.' Tamera said *'Our mission was to mitigate the high levels of youth unemployment in the area. The Youth Training Scheme (YTS) was our first programme at a time when you'd earn just £30 a week as a trainee. However, what trainees lacked in their wages was more than made up for in the development, opportunity and support that we could offer them. Over time we grew the organisation, moved to our centre in Cheap Street and we now support over 500 apprentices.'*

"I never lost sight of WBTC's purpose to improve the lives of young people entering work for the first time."

During Tamera's time as CEO over 17,000 apprentices have qualified with many progressing in their careers to become managers, directors and company owners with apprentices of their own.

I recently had my car repaired at a local body shop and the manager told me he was one of WBTC's very first trainees. There's a host of people who started their career thanks to Tamera. Across our community there are former apprentices who will think fondly of her and her influence on their lives. What can be a better legacy than to have helped people secure a job, a career and a fulfilling life?



WBTC last year concluded a merger with Basingstoke College of Technology to underscore 36 years of development in the charity's history. Tamera, as CEO, has been instrumental in ensuring that the merger has gone smoothly enabling WBTC to offer even more quality apprenticeships to local people.

'I have loved every minute of my 32 years at WBTC' said Tamera. *'Sometimes, the going was good and at other times very tough. However, I never lost sight of WBTC's purpose to improve the lives of young people entering work for the first time. It has been both worthwhile and rewarding. Having played my part in the success of WBTC it is the right time for me to hand over to the next generation of leaders at WBTC.'*

Matt Garvey - Managing Director WBTC





SAFEGUARDING & PREVENT DUTY

HOW THE RULE OF LAW OVERRULED THE PRIME MINISTER

Recently an unusual, and historically significant, story was in the news. The UK Supreme Court ruled that the decision to suspend Parliament, only days after MPs returned to Westminster, was unlawful.

The official term for shutting down Parliament is "proroguing". MPs do not vote to prorogue - it's a power that rests with the Queen, done on the advice of the prime minister. So, it is within the Prime Minister's gift to ask the Queen to shut Parliament. However, even though the Queen agreed to Boris Johnson's recent request, legal proceedings were brought against the government.

WHY WAS IT CONTROVERSIAL?

Normally, after a period of prorogation, Parliament reopens with a Queen's Speech. This is when the government outlines its priorities for the upcoming year.

Usually, this process is straightforward. In fact, the House of Commons Library says proroguing has been a formality in the UK for more than a century. But the decision to prorogue - just weeks before the UK's scheduled departure from the EU - brought the Queen into the Brexit dispute. Critics also said the reason Parliament was shut down was to minimise the opportunities to block a no-deal Brexit.

The government defended its action, saying it had nothing to do with Brexit. It argued proroguing Parliament was a "proceeding in Parliament" and would allow the PM to outline plans for domestic policies, like NHS funding. Two of the UK's highest courts, one in England and one in Scotland, had already looked at whether prorogation was legal - only to come to opposite conclusions. So the matter was settled by the UK Supreme Court. In a dramatic move, the Supreme Court ruled against the plan to prorogue. It said prorogation was unlawful because it stopped Parliament from being able to do its job "without reasonable justification".

It heard two appeals over three days, one from the anti-Brexit campaigner and businesswoman Gina Miller, and one from the government.

THE SUPREME COURT'S RULING

Delivering its conclusions, the Supreme Court's president, Lady Hale, said: "The effect on the fundamentals of our democracy was extreme."



She added: "The decision to advise Her Majesty to prorogue Parliament was unlawful because it had the effect of frustrating or preventing the ability of Parliament to carry out its constitutional functions without reasonable justification."

Not only was the decision to suspend Parliament unlawful, the Supreme Court also declared that "parliament is not prorogued." This means MPs and peers are now sitting again. Any laws that did not complete their passage through Parliament have now been resurrected.

This was a fine example of the rule of law in effect, and how sometimes it is called upon to overrule even the most powerful decision-makers in our land, who are, after all, citizens subject to the same laws as everyone. This case was doubly significant in that the law was protecting our country's democratic process. So another big win for British values!



INTRODUCING WBTC'S 'SAFEGUARDING AND PREVENT CYCLE'

In our reception area visitors will now notice, opposite the reception desk, we have our newly installed 'Safeguarding and Prevent Cycle'.

Every two months, excluding holiday periods, the wheel will turn to reveal the current topic under the spotlight. The intention is for tutors and Training Coordinators to use this as a basis for their coverage of Safeguarding and Prevent learning. This includes reviews as well as in the classroom.

The five 'umbrella' topics are: 'Global Conflict'; 'Safe Communication in the Modern World'; 'Democracy'; 'Relationships' and 'Health and Wellbeing'. These are broad topic with plenty of scope for linking current affairs or topics of study in the curriculum. I really hope our members will get involved with this project and support it, as it is a

great way to promote Safeguarding and Prevent.

So in the lead up to the Christmas Break, we will begin with Relationships as our first topic under the spotlight. I will send an email in early January, and every two months thereafter, to reveal the next topic area.

If you would like further advice and guidance then contact: martyn@wbtc-uk.com





HEALTH & SAFETY NEWS

BREXIT GUIDANCE FOR EMPLOYERS

With the UK due to exit the European Union the Health & Safety Executive have produced the following guidance for employers.

Your duties to protect the health and safety of people affected by your work will not change with Brexit.

HSE guidance, health and safety made simple: the basics for your business, will help you to comply with the law. You should continue to manage risk in your business in a proportionate way.

HSE have made **minor amendments to regulations** to remove EU references but legal requirements will remain the same as they are now. Health and safety standards will be maintained.

NO-DEAL GUIDANCE

HSE have produced guidance to help you prepare in the event the UK leaves the EU without a deal (and therefore without an implementation period):

- Working with **explosives**
- Workplace **equipment and machinery**
- Chemicals industry guidance
 - **Biocides** Authorisation of biocidal substances and products
 - **CLP** Classification, labelling and packaging of substances and chemicals
 - **PIC** Export and import of hazardous chemicals from and into Europe
 - **PPP** Pesticides or Plant Protection Products
 - **REACH** Registration, evaluation, authorisation and restriction of chemicals

GET READY FOR BREXIT

You can use the Government's website, GOV.UK, to check what you need to do or **click here to see their 'get ready checklist'**.

REMINDER: GET READY FOR BREXIT



The UK is leaving the EU on 31 October 2019. **Find out how to prepare your business.**

The advice for further education and apprenticeship providers in England on how to prepare for Brexit is being kept up to date with links to relevant guidance, including the new online service to check EU Settlement Status.

The advice includes information on topics including:

- EU Settlement status
- funding
- staff and students that are EEA nationals
- UK Nationals currently residing in the EU
- data protection
- travel to the EU

You are advised to familiarise yourselves with the guidance if you have not already done so, and to continue to check for updates throughout October. You can also sign up for Brexit alerts from GOV.UK by **clicking this link**.



CONGRATULATIONS TO OUR RECENT APPRENTICE ACHIEVERS



Declan Bowen

Congratulations to **Declan Bowen of Intelligent Telematics** who has achieved his Customer Service Practitioner Apprenticeship Standard

Declan said, "Throughout my Apprenticeship I have gained a lot of skills and knowledge that will be beneficial to me for later in life; skills such as communication which I previously struggled with and also my confidence when engaging with new people and customers. My knowledge within a working environment and how to deal with different situations such as complaint handling has also

improved and will be very useful in later working life. The staff at WBTC have been very supportive in helping me achieve my Apprenticeship."

Andrea Wood, Declan's Training Consultant said, "It has been great working with Declan and seeing his customer service skills go from strength to strength. Declan has become a valued member of the customer service team, but also supports in the warehouse. Declan is off to University in September to study Journalism and he said that this Apprenticeship has given him the confidence to do this. I wish him all the best with achieving his degree."



Alice Dearlove

Congratulations to **Alice Dearlove of Newbury Building Society** who has achieved the Business Administrator Apprenticeship Standard

Alice said "My apprenticeship has given me the confidence and opportunities and to carry out more tasks at work with confidence and little or no supervision. I overcame my fear of presenting in front of large groups. Through my apprenticeship I am now able to communicate with customers on the telephone in the correct manner. I learnt that there are different types of businesses and also what is required to run a business. I enjoyed the balance between work and the

time for study. This gave me a qualification and experience in the workplace. My trainer worked well with me by providing support and assistance when I needed it and was always on hand whatever the time of day. To anyone thinking of doing and apprenticeship, I would recommend it.

Andrea Wood, Alice's training consultant said "Alice achieved a distinction at end point assessment and also achieved her Level 3 business administration diploma. Alice is a valued member of the marketing team at Newbury Building Society. I wish Alice all the best with her future career and have enjoyed being Alice's TC as she is so committed and dedicated."



Chloe King

Congratulations to **Chloe King of Thames Valley Police** who has achieved the Business Administrator Apprenticeship Standard

Chloe said "My apprenticeship has helped me a lot with my time management. It has made me realise that in order to get everything done, I have to plan it out. I now have a more in depth knowledge around stakeholders, IT, project management as well as the skills & behaviours workbooks. I am definitely more confident talking within a group plus I am now more effective in the workplace. I enjoyed combining my training with work as this gave me a chance to question my employer around topics that I may not have known about. I think people should definitely opt for an apprenticeship. My trainer has been really helpful and knowledgeable throughout the course."

Emma Hart, Chloe's training consultant said "Chloe has worked extremely hard to achieve her Level 2 diploma in business administration alongside preparing for her end point assessment for her business administrator standard. Chloe has shown a growth in confidence during her time on programme and is now equipped with all the tools to continue working towards becoming a great business administrator. I would like to wish Chloe all the best for the future and continued development within Thames Valley Police."

PROMOTE YOUR ORGANISATION THROUGH THE EARWIG?

Please feel free to send any promotions or good news about your organisation to The Earwig and it will get a feature for free. It could be a new service you are offering, great work with your employees or a charity event you are hosting. Email me via matt@wbtc-uk.com





WORKSHOPS, COURSES AND ACTIVITIES

Most of the training workshops below are free of charge to WBTC members, which means apprentices, work place mentors or any other staff can attend. To book please use the email address bdt@wbtc-uk.com. Spaces go fast, so please let us know ASAP if you wish to make a reservation. You can find full details of the workshops available, plus dates, on our website here.

At WBTC we operate a £50 no-show fee for anyone who fails to attend without notice on a booked workshop. This will be invoiced care of the employer. To help avoid this WBTC will confirm your attendance by email, confirm your space with your employer and call you 2-3 days prior to the event.

Remember, if you are an employer that has an apprentice or hosts a work experience student, then you are a WBTC member. This will entitle you to subsidised, or free, access to our one-day workshops and enrichment activities. To book please email bdt@wbtc-uk.com If you are unsure if a course is right for you, then please ask. You can email claire@wbtc-uk.com, who'll be happy to provide more information on content and structure.

NOVEMBER

CHANGE MANAGEMENT & ORGANISATIONAL DESIGN

Managing change is perhaps the biggest challenge any employee/ business faces. This workshop looks at the impact of change on the structure, design and culture of an organisation.

Attendees will be encouraged to apply organisational design models to describe their own workplace and to consider the impact of change at a structural, cultural and functional level. It will also arm those in leadership roles with the skills to support and nurture others through organisational change. The course will also help those employees going through change to understand the impact at an individual level with a view to handling and managing their workload through the change management process.

Venue: WBTC
 Date: Friday 8th November 09:30 - 16:30
 Contact: bdt@wbtc-uk.com
 Cost: **FREE for WBTC members** £199 for non members



LEVEL 2 HEALTH & SAFETY IN THE WORKPLACE

This workshop covers the principal aspects, elements, procedures and duties of employers and employees. It also highlights the consequences of non-compliance with health and safety legislation, the requirements for training and competence and the ways in which health and safety information can be communicated. The qualification assumes no prior knowledge. Learners will come from diverse employment and education backgrounds, and will be of all ages.

Focus is placed on the definitions of 'hazard' and 'risk', including the main hazards found in a range of workplaces and how they can cause harm, as well as the common causes of workplace accidents and ill-health. It includes the process for carrying out a risk assessment, illustrating how risk assessments can be used to reduce accidents and ill-health. At the end of the session attendees will be required to sit an on-line multiple choice test to achieve the full award.

Venue: WBTC
 Date: Friday 22nd November 09:30 - 16:00
 Contact: bdt@wbtc-uk.com
 Cost: **FREE for WBTC members** £199 for non members



MANDATORY COACHING & MENTORING

This workshop is mandatory for Line Managers, Mentors and people supervising apprentices and who would like to develop their knowledge and skills in best practice coaching and mentoring techniques.

The course focusses on the requirements of an apprentice, how best to support a trainee and ways to develop effective coaching techniques. It is designed to optimise the success of an employers apprenticeship programme by boosting the skills and confidence of workplace mentors.

Venue: WBTC
 Date: Monday 25th November 09:30 - 12:30
 Contact: bdt@wbtc-uk.com
 Cost: **FREE (For supervisors/mentors of WBTC apprentices only)**

WBTC

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