

THE EARWIG

UPDATES FROM WEST BERKSHIRE TRAINING CONSORTIUM

For our holiday opening and closing times, please see page 5



Dear Members

2019 is fast approaching its conclusion and no doubt some readers will have done their Christmas shopping already. As if the festive season wasn't stressful enough we are also in the teeth of a General Election with all the thrills and spills that entails. So hopefully our final edition of The Earwig will bring some light relief.

In October's Fearwig I erroneously suggested that the UK will have left the EU by 31st October. I've no idea where I got this notion. Anyway in this edition we look back on four apprentices who went to visit the EU Parliament and learn about apprenticeships on the continent. We also announce our 2020 trip of the UK Parliament which is an ever popular enrichment activity. I've included some analysis on the latest National Employer Survey too, enabling readers to compare and contrast providers.

Finally this is the last Earwig of 2019 so from all of us at WBTC we wish you a Merry Christmas and a Happy New Year. See you in 2020.

Matt Garvey, Managing Director



EMPLOYER SATISFACTION RESULTS 2018-19

Good news again for our customers. WBTC is top once more of the employer satisfaction tables for local providers.

As a reminder this is a massive survey with thousands of employers taking part across England. Consequently the sample sizes for each employer are pretty big. The national average score is 86.3% so any provider above this is doing something extra special for their employers.

WEST BERKSHIRE TRAINING CONSORTIUM	92.8
QUBE QUALIFICATIONS AND DEVELOPMENT LIMITED	90.7
BASINGSTOKE COLLEGE OF TECHNOLOGY	88.9
BASINGSTOKE ITEC LIMITED	88.1
THE WINDSOR FOREST COLLEGES GROUP	80.3
KEY TRAINING LIMITED	78.3
CITB	76.3
BABINGTON BUSINESS COLLEGE LIMITED	66.5
QA LIMITED	62.8
ACTIVATE LEARNING	55.6
NEWBURY COLLEGE	51.2



PARLIAMENT TRIP 2020

We're off to Parliament once more on Monday 16th March 2020 and this time it will be a relatively new set of MPs and a new government following the ongoing general election. As a reminder this is targeted at 16-18 year olds with some 19+ chaperons. We have a total of 20 spaces. As well as the tour of the Palace of Westminster there is also a workshop on 'Pressure Groups' and their influence on democracy.

To book please email bdt@wbtc-uk.com or if you would like more information please email nicola@wbtc-uk.com

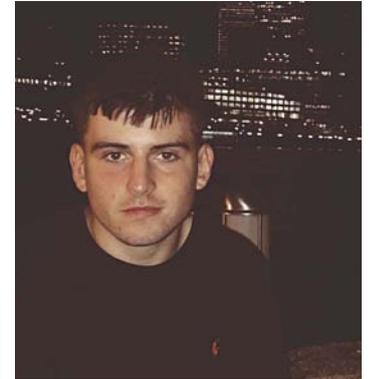
EU PARLIAMENT TRIP FOR WBTC APPRENTICES



Four WBTC apprentices who work for Bayer Plc each took up an opportunity to visit the EU Parliament along with local MEP Judith Bunting. They joined other UK apprentices in a trip to the EU headquarters where such initiatives as the Erasmus project were discussed. More details about the background and purpose of the trip can be [found here](#).



The EU headquarters in Brussels.



Bayer Apprentices pictured (clockwise from the top): Anya Bell, Sam Dormer, Adam Cliffe and Charlie Gardner.

THREE OF THE APPRENTICES, CHARLIE, ANYA AND ADAM REFLECT ON THEIR EXPERIENCES:

"I enjoyed my time spent in Brussels. I was able to visit interesting places such as the Hemicycle in the EU parliament building. Alongside viewing inside the building, there was a presentation about the history of the EU and parliament which was interesting. The trip to Brussels was beneficial for me because I got to learn about the current situation with Brexit. It was especially great because I now know more about Brexit and how it will affect my apprenticeship role."

Being amongst other apprentices was a great opportunity because we were able to discuss the benefits that our apprenticeships offer us, visiting Brussels was one of these. We learnt about the Erasmus program which helps create opportunities for apprentices to visit other countries and take part in opportunities to learn. Due to Brexit, this is something where it is unclear whether it can continue if we leave the EU. It was a great insight to learn about opportunities and the range of activities I can take part in whilst being an apprentice."

Anya Bell

"On our first evening we were introduced to our local MEP Judith Bunting and attended a function in the parliament building about celebrating Erasmus and Apprentices around Europe. We all found the talks interesting and insightful and it showed how much an apprenticeship is valued by companies as well as governments."

The following day we were given a tour of the Parliament Building including the Hemicycle which was very impressive. In addition, we were given a small lecture on the function of the EU and all the different factions that work together to create the EU. After having a traditional Belgian meal of triple fried chips, we explored the city including famous landmarks such as the Grand Palace, Manneken Pis and the Guild Houses to name just a few."

Charlie Gardner

"I really enjoyed the trip to Brussels. We were educated about the structure of the European parliament and who are the most important people. We were told what a country must do in order to join the European union and how long a country could be in talks for before they are granted access and have a good deal."

On the first night we had members of Judith Bunting's team talk to us about how the Erasmus scheme would contribute to our apprenticeships. We had a discussion on the second day about BREXIT and how it might affect our individual companies."

I think this will help with my job because some people from different parts of the country were in the same position as me and they weren't totally sure how Brexit would affect their company and their individual role that it makes me feel better knowing I'm not alone in the matter."

Adam Cliffe



SAFEGUARDING & PREVENT DUTY

THREAT LEVEL FROM TERRORISM REDUCED

The UK threat level from terrorism has been reduced to Substantial - meaning an attack is likely.

The decision to lower the assessment from Severe - meaning an attack is highly likely - was made by the Joint Terrorism Analysis Centre (JTAC). This is an independent body of experts who evaluate available intelligence alongside terrorist capability and intentions.

Head of Counter Terrorism Policing, Assistant Commissioner Neil Basu, says: *"The reduction to 'Substantial' indicates positive developments in reducing the threat from terrorism but still means an attack is likely.*

Counter Terrorism Policing has around 800 live CT investigations nationally and 24 attack plots have been thwarted since the atrocity in Westminster in March 2017. So it is vital that we all maintain a high level of vigilance.

Police need the continued support of the public and all our partners. The festive period is fast approaching and, coupled with an election, our towns and cities will be extremely busy. So we appeal to

everyone to please remain vigilant and if you see something that doesn't seem right, act and contact police at gov.uk/ACT. In an emergency always call 999.

Officers will continue to monitor the threat locally and respond appropriately. There will not be any change to our levels of commitment when it comes to protecting our communities."

In July this year the threat level system was changed to reflect all forms of terrorism, including from right and left wing terrorism.

The UK was last at Substantial in August 2014. Since then it has been at Severe, rising briefly to Critical on two occasions in May and September 2017.

You can find out more about how the threat levels are set, what they mean and when they have changed, by visiting the Security Service MI5 website.

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



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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





HEALTH & SAFETY NEWS

HEALTHY EATING AT CHRISTMAS

Tis the season to be jolly. However, it is easy to overdo it during the festive season and then find you feel like a stuffed turkey. Gyms and fitness centres rely on people overdoing it in December and then joining up to get fit in January.

Research shows that with the extra calories consumed across all of the celebrations during the festive season, we can gain on average around 1kg (roughly 2lbs). But don't worry, it is possible to eat, drink and be merry without over doing it!

Some healthy tips for Christmas:

- Have lots of healthier snacks like fruit, unsalted nuts, vegetable sticks with plain yogurt and herbs, and other dips (try to choose those lower in fat, salt and sugar) to hand.
- You could choose to keep the chocolates and candy canes off the tree this year - instead have smaller portions of chocolate and sweet treats and serve them only occasionally.
- As an alternative snack, try small slices of fruity breads (e.g. malt loaf) and some dried fruit (e.g. figs) or seasonal fresh fruits (e.g. pears, clementines).

- Before cooking the turkey, prick the skin to allow the fat to run out and cook the bird on a wire rack or an upturned ovenproof plate so it is not sitting in fat all the time.
- The skin on turkey or goose is where most of the fat is so remove before eating to reduce saturated fat and calories from your meat. Light meat has fewer calories than dark meat.
- Christmas pudding and other festive desserts can be delicious, but also very rich – why not opt for a small portion and add additional fruit for a 5 A DAY contribution.
- After dinner: Do go for a walk afterwards for a breath of fresh air and some exercise!

You can find more by clicking [here](#) and visiting [nutrition.org](#)

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



LEARNING MENTOR ADVANCED APPRENTICESHIP

Are you the sort of person who gets to look after the new employee; show them the ropes and take them under your wing. Let's be honest, every employer has those go-to-people we can entrust the induction, training or support of new employees. These could be apprentices, graduate interns, work experience students or inexperienced employees.

There is a new apprenticeship standard just for that trusted role and it is called Learning Mentor. It has two target audiences;

- 1 Those who want to boost the skills, confidence and capacity in mentoring others.
- 2 Those who would like a stepping stone into management responsibility

Some of the topics in this programme include

- advise, guide and supervise learners to acquire the most benefit from their learning programme
- communicate and collaborate effectively and use effective questioning, listening and assertiveness skills
- work with providers and workplace colleagues to plan and implement structured and meaningful learning and work experience

As this is an advanced programme, the skills around assertiveness, communication, negotiation and handling people will be adaptable into management roles. Consequently, this is an ideal route into management training such as the Team Leader/Supervisor Standard for those who aspire to become managers. It is an ideal further learning route for former apprentices who may be mentoring trainees of their own.

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



WBTC HOLIDAY OPENING TIMES

We will close at **12 noon on Wednesday 18th December 2019** and reopen the following day as normal at 9am.

For Christmas and New Year, our last working day will be **Monday 23rd December** and we will be open again from 9am on **Wednesday 2nd January 2020**.

DISCOUNTS FOR APPRENTICES!



Perfect for Christmas time, the NUS Apprentice extra is the discount card for UK Apprentices with loads of discounts in-store and online, helping your hard earned cash stretch a little further!

There are hundreds of participating retailers, restaurants and online sellers. Discounts are available for fashion, food, driving lessons, flights and many more. Some of the well known participating organisations include: Alton Towers, Amazon, Apple, ASOS, Co-op, Domino Pizza, Durex, Microsoft Odeon cinema, Prezzo, RED driving school, Soletrader.

It costs £11 and you can start saving immediately. It's open to apprentices of any age and you'll need to apply as a WBTC apprentice.

Visit <https://www.apprenticeextra.co.uk/buy-now.aspx> for more information and to apply.

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

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 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 and Friday 17th January 2020 09:30 - 12:30

Contact: bdt@wbtc-uk.com

Cost: **FREE (For supervisors/mentors of WBTC apprentices only)**

JANUARY 2020

TIME MANGEMENT

The word 'management' implies taking an active role in how time is used, has been applied, as opposed to just letting things happen or allowing others to plan. This workshop encourages the attendee to truly plan, manage, decision make and concisely focus on their time management. It will explore the difference between importance and urgency in order to improve efficiency and effectiveness.

Venue: WBTC

Date: Monday 24th January 09:30 - 13:00

Contact: bdt@wbtc-uk.com

Cost: **FREE for WBTC members** £199 for non members

MANAGING PEOPLE FOR PERFORMANCE

This workshop is ideal for Line Managers and people in Middle Management positions who would like to develop their skills and knowledge in practical ways to manage people in the workplace effectively. The course will provide a good overview of the essential elements involved in managing people, covering a range of areas such as employee motivation and engagement, managing performance, developing talent, managing conversations and understanding key HR best practices related to leading a team of people at work. Participants will have the opportunity to understand some of the best practices in managing people and will be encouraged to reflect on their own practices and apply the learning back in the workplace.

Venue: WBTC

Date: Friday 31st January 09:30 - 16:30

Contact: bdt@wbtc-uk.com

Cost: **FREE for WBTC members** £199 for non members



WBTC

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