

EARWIG

UPDATES FROM WEST BERKSHIRE TRAINING CONSORTIUM

WBTC

**HIGH QUALITY
APPRENTICESHIPS
AND TRAINING**

wbtc-uk.com



Dear Members

Welcome to our latest edition of *The Earwig*. My name is Claire Richards and I am the new Interim Executive Director of WBTC, succeeding our longstanding Managing Director Matt Garvey, who has progressed to pastures new. It is a great privilege for me to lead WBTC having worked here for 16 years, first as a Training Consultant and more recently as Director of Curriculum.

I believe it is important to continue the tradition of WBTC as a high quality and supportive training partner for our many learners and employers. We put quality outcomes for our learners as the number one priority meaning; high achievements, excellent progression opportunities and first class pastoral care.

In this edition of *The Earwig*, we'll celebrate some recent apprentice achievers and take a closer look at gender identity in our Safeguarding & Prevent section.

Claire Richards - Interim Executive Director

HELLO & GOODBYE

WBTC recently said goodbye to its Managing Director, Matt Garvey, who after more than 17 years with the charity has moved on to new challenges. Matt started as a Business Development Co-ordinator before progressing through the ranks to lead WBTC from 2011.

Matt said "It has been such a joy to lead WBTC and work with my colleagues in transforming the lives of many young people in the local area. While we have been through some difficult times, not least the pandemic, WBTC has remained a steadfast champion for those furthest from the workforce or full time education and I am proud of what we all achieved while I was at the helm.

I know that under the leadership of my good friend Claire Richards, WBTC will go from strength to strength inspiring employers and learners to fulfil their full potential by delivering career skills fit for the future.

"I'd like to thank all of my colleagues, our learners and employers for making my time at WBTC so enjoyable."



INVESTMENT IN TRAINING AWARDS

For longstanding employer customers of WBTC our annual awards will be a well known feature. This is our 11th year of issuing awards for employers who demonstrate an outstanding commitment to apprenticeships and work experience.

As a reminder, the Investment in Training Awards is a bit like the Michelin Star system that we operate to recognise how our employers attract, look after and progress apprentices or work experience students. Each year a panel of WBTC staff review all employers against six criteria:

THE SIX CRITERIA

Participation of apprentices or work experience students aged 16-18

Involvement with non-employed people

Success rates of apprentices in the organisation

Promotion and progression rate for apprentices

Culture of learning & development within the organisation

Promotion of equality and diversity

AWARD CATEGORIES

Certificate of Excellence

The organisation scores strongly in all 6 areas

Certificate of Merit

The organisation scores well in 4 or 5 areas

Certificate of Commendation

The organisation score well in 3 areas



CONGRATULATIONS TO OUR 2021 WINNERS

Here are the 2021 Investment in Training Award winners. Noticeable this year is the greater number of Merit winners which is really encouraging to see.

CERTIFICATE OF EXCELLENCE

Avia Technique
Bayer Plc
Benchmark Furniture Ltd
Durrants Calleva
James Cowper Kreston LLP
West Berkshire Council

Sulzer Mixpac
SureCam (Europe) Ltd
Thatcham Research
The Chartered Institute of Marketing
Vectorworks UK Ltd

Oxfordshire County Council
PBA Accountants
Power IT Channel
Prior's Court Foundation
Prompt Autos
Publica Group
Pure Offices
Rexmar Engineering Ltd
Rob Pond Plumbing and Heating Solutions
RSK Plumbing & Heating Ltd
Saica Pack
Secure Systems UK Ltd
Sovereign Housing Association
Speenhamland School
Springfield Primary School
St Andrews C of E Primary School
Stacatruc
Stream Networks
Thames Valley Police
Thatcham Park School
The Castle School
The Grey Matter
Thermo Fisher Scientific
Treloar Trust
Trinity School
Westwood Farm School
Whitelands Park Primary School
Woodstock CE Primary

CERTIFICATE OF MERIT

Beninca Automation UK Ltd
Berkshire Labels Ltd
BGM Heating & Plumbing
Dometic Blinds UK Ltd
Elmdale Maintenance Ltd
GowringsVersa Mobility
Herma UK Ltd
Intelligent Group Solutions
Kosnic Lighting Ltd
Mary Hare School
Mixing Solutions
Newbury Building Society
Newbury Community Resource Centre (CFP)
Newbury Electronics
Nustream
Phabrix Ltd
Pollet Pool Group UK Ltd
SAS International
Science and Technology Facilities Council

CERTIFICATE OF COMMENDATION

ATB Accounting
Abel & Cole Ltd
Adbro Controls Ltd
Beenham Primary School
Checkpoint Systems
Cobal Sign Systems Ltd
Fir Tree School
Five Acres Primary School
Garland Junior School
Grass Valley
Hartwood Oak Buildings
Helix Construct Ltd
Hungerford Nursery
Intelligent Retail Ltd
Kennet Electrical Contractors Ltd
Kennet School
Kicktek Ltd
Macmillan Publisher International Ltd
Mortimer St John's Infant School
NUPROL
Opus Accounting

One extra special note regarding our Investment in Training Awards. Benchmark Furniture, based in Kintbury have won our Certificate of Excellence every year since the awards' inception; that's 11 years in a row! What an amazing achievement.



LEARNER CELEBRATIONS

We love to spotlight our successful learners who have completed apprenticeships. Well done to our latest learner celebrations.



Congratulations to Sage Peppiatt of AH Lansley who has achieved his Customer Service Specialist Apprenticeship

Sage said, "My apprenticeship has helped me develop my understanding to a deeper level. I have learned to structure my work and I enjoyed understanding parts of the business in greater detail. As a result of my apprenticeship I have gained a promotion at work. To other people thinking of doing an apprenticeship, keep working hard till the end. Andrea was very helpful and friendly who supported me through the whole process".

Andrea Wood, Sage's Training Consultant said, "Sage has worked hard throughout his apprenticeship and has excellent customer service skills. As a result of his apprenticeship, Sage earned a promotion. He is a valued member of the team at AH Lansley and I wish him all the success in his new role."

For more information on AH Lansley visit: www.ahlansley.co.uk

“ As a result of my apprenticeship I have gained a promotion at work. To other people thinking of doing an apprenticeship, keep working hard till the end ”

Congratulations to Katie Cram of West Berkshire Council who has achieved her Advanced Business Administration Apprenticeship

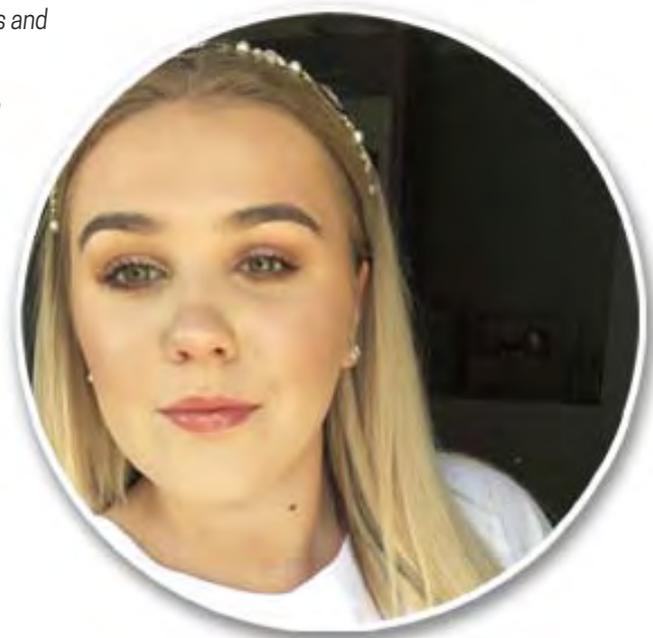
Katie said "The apprenticeship has helped me gain confidence in the day to day running of work by giving me the tools and knowledge to complete tasks. The training sessions have allowed me to learn new methods that I have applied to my work such as managing a project, leadership skills, clear comms and learning styles.

I enjoyed the training sessions with other apprentices and I have gained confidence and knowledge in all aspects of my role. I would highly recommend an apprenticeship as it has been an opportunity to learn as I work. Both my tutor and training coordinator have been fantastic aids in the completion of my work. They have been prompt in responding to any questions I may have or offer me support outside of my usual sessions if needed.

I hoped I would have face-to-face interaction at some point during my apprenticeship, however this was not possible due to restrictions in place but I adapted to the virtual learning well."

For more information on West Berkshire Council visit www.westberks.gov.uk

“ I enjoyed the training sessions with other apprentices and I have gained confidence and knowledge in all aspect of my role. ”





ENGLISH & MATHS QUALIFICATIONS FOR ADULTS

We'll be launching additional groups in April 2022 for those aged 19+ who want or need to improve their English & maths qualifications. We deliver Functional Skills up to level 2 which are equivalent alternatives to GCSEs at grade A-C. Many employers, vacancies or educational establishments set level 2 English and/or maths as a standard requirement for entry. With 1 in 6 adults not having such qualifications, the absence of English and/or maths at level 2 can be a real obstacle to career progression.

Our senior study co-ordinator for English & maths, Martyn Staines has put together this helpful explainer video to illustrate the difference between Functional Skills & GCSE which you can view [here](#).

We also have this FAQ page to check out by [clicking here](#).

Here at WBTC we understand that for many adults, getting back into learning English or maths is a big deal. We've nearly 40 years' experience of helping, reassuring and mentoring adults who are returning to learning. Plus, it's not like going back to school, our sessions are:

- Online – choose day time or evening
- Small group sizes allowing plenty of time for 1-1 attention
- Run weekly over 4 months

We also offer additional 1-1 support for anyone who needs it. For more advice & guidance please email natalie.elliott@wbtc-uk.com or you can apply online by [clicking here](#).

DISCOUNTS FOR APPRENTICES!



NUS Apprentice extra is the discount card for UK Apprentices with lots 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 and 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. For details and more information visit the Apprentice Extra website by [clicking here](#).

GENDER IDENTITY

Under UK Law, significant protections are granted to individuals on the basis of their gender, sexual orientation including gender identity.

Employers are increasingly cognisant to gender identity and the way in which society has evolved to recognise and support individuals. In this section we take a look at the terminologies of gender identity and sexual orientation as it may apply to the workplace.



Gender identity refers to what an individual considers their gender to be. Terms such as male and female have developed to encompass a wider range of society who may have previously felt excluded from the traditional binary choices. One's gender identity can be the same or different from their sex assigned at birth.

SOME TERMS EXPLAINED

Cisgender or Cis

Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

Non-binary

An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

Trans

An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

Transgender man

A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

Transgender woman

A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

Transitioning

The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

You may notice, that emails may contain pronouns next to the senders' signature. These pronouns assist recipients in correctly addressing the sender in a courteous and professional manner. Examples of some of the pronouns used include He/Him/His, She/Her/Hers, They/Them/Theirs. You can read more [here](#).

For employers, it is important to note that gender identity of an employee has important legal context. Individuals are protected from discrimination at work based on their gender, gender identity and/or sexuality. This article has more information, [click here to read it](#).

If you would like further advice and guidance on then contact Martyn by email [here](#).



Martyn Staines
martyn@wbtc-uk.com

HOME WORKING HEALTH & SAFETY



Even though many government restrictions associated with Covid19 have been removed, the impact on working lives appears here to stay. Many employers now offer hybrid working arrangements meaning that staff spend some or all of their time working from home. This new normal throws up health and safety considerations for employers who have these official flexible working patterns.

The Health & Safety Executive has provided some helpful guidance:

What your employer must do

Your employer has the same health and safety responsibilities for you whether you are working at home or in a workplace.

Our guidance for employers explains what they should do to protect you as a home worker.

What you must do

Like any worker, you must take care of your own health and safety and that of others who may be harmed by your actions while you are working.

You must cooperate with your employers and other workers to help everyone meet their duties under the law.

Find out if health and safety law applies to you if you're self-employed.

Stress and mental health

There are some things you can do to help prevent stress and look after your mental health when working from home.

- Stay in regular contact with your manager and colleagues
- Talk to your manager about workloads and be open about how you're feeling
- Take regular breaks during the day and use your annual leave
- Set and stick to a routine – don't revisit your computer outside your regular hours
- Check your employer's 'working from home' policies and how to get help if you need it

If you think your work is affecting your mental health or wellbeing, you could also contact your doctor, or your employee assistance provider or occupational health provider if you have one.

Working on a computer

You should take simple steps to protect your health when working on a computer. We have a video and practical tips on good posture.

Try to find a suitable area to work in, avoiding uncomfortable positions and making sure you move around regularly.

If your workstation assessment shows you need extra DSE equipment, your employer cannot charge you for this.

Your work environment

Wherever you work in your home, there are some things you can do to keep yourself healthy and safe:

- arrange equipment and furniture to avoid trailing leads and cables
- check that your plugs, leads, wires and cables are in good condition
- keep your work area tidy and free from obstructions that could cause slips or trips
- check you have adequate lighting in your work area to avoid eyestrain

For more information visit www.hse.gov.uk



DATES FOR THE DIARY

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. You can find full details of the workshops available plus dates and how to book [here](#).

PROJECT MANAGEMENT

Half day - virtual - 9:30am - 12:30pm

- Wednesday 13th April 2022

AN INTRODUCTION TO WELLBEING AND RESILIENCE FOR APPRENTICES - MANDATORY 16-18

Virtual - 9:30am - 10:30am

- Friday 6th May 2022

BTEC LEVEL 2 AWARD IN PRINCIPLES OF TEAM LEADING

Six days over two weeks - 9:30am - 4:30pm

- 16th - 18th May 2022, 23rd - 25th May 2022

(Additional cost of £150 for WBTC members)

TIME MANAGEMENT

Half day - virtual - 9:30am - 12:30pm

- Friday 20th May 2022

EMERGENCY FIRST AID AT WORK

Full day - 9:30am - 4:30pm

- Friday 27th May 2022

BTEC LEVEL 1 AWARD IN PRINCIPLES OF CUSTOMER SERVICE

Three half days over two weeks - 9:30am - 12:30pm

- 20th - 22nd June 2022, 27th - 29th June 2022

(Additional cost of £150 for WBTC members)

Terms and conditions

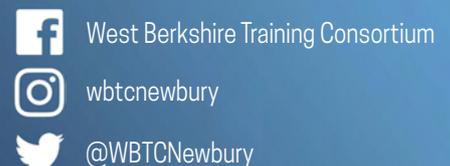
At WBTC we operate a £50 no-show fee for anyone who fails to attend without notice on workshop booked. This will be invoiced care of the employer. To help avoid this WBTC will:

- 1 Confirm your attendance by email
- 2 Confirm your space with your employer
- 3 Remind you 1-2 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 visit our website [here](#). If you are unsure if a course is right for you then please ask. You can email emma@wbtc-uk.com who'll be happy to provide more information on content and structure.



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