

JTL Remote Learning Weekly News
Issue 2/20

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Dear <<First Name>>,</p></div>

Welcome to the second issue of **JTL Remote Learning Weekly News** featuring useful advice, guidance and resources to help you stay on top of your learning while training centres and colleges are closed.

As it's now officially Spring, it's a great time to do some general housekeeping, such as making sure your time log is up-to-date! If you are still unsure as to what counts as '20% off the job' training take a look at our helpful checklist below.

We've also included further advice on practicing maths and English using the bksb system for apprentices who are yet to complete their Functional Skills, as well as information about Functional Skills training days.

We will be including more resources for you to make use of each week. In the meantime, if you need any support or guidance please get in touch with your Training Officer or call us on **0800 085 2308**.

This Week's Updates

20% Off the Job Training - is your time log up-to-date?



be a good time to take a look at your time log and update it.

As a reminder, off the job training includes all of the following:

- Shadowing / mentoring / coaching at work
- Being shown how to use existing / new equipment
- Job-related projects
- College / training centre attendance
- Attending remote learning sessions
- Completing work set by your tutor
- Writing assessments / assignments
- Lectures (H&S, toolbox talks etc.)
- Simulation exercises
- Manufacturer training
- Industry visits
- Attendance at competitions
- End Point Assessment preparation
- Learning support
- Research / reading
- Conferences

Activities that do not count towards off the job training hours include:

- Maths and English learning
- Completing Prevent and E&D modules
- Progress Reviews

If you are unsure, please ask your Training Officer for advice.

Logging your off the job time

If you are unsure how to log your off the job time, you can refer to the step by step guide in Smart Assessor. You can find this by logging into your portfolio and clicking on the orange resources widget (as shown below).



The guide looks like this:

If you need further guidance on how to log your off the job training, your Training Officer will be able to help you.

Maths and English Skills

If you are in Year 1 of your apprenticeship or if you still have your Functional Skills to complete, you can continue to practice your maths and English on the bksb system. If you are unsure, please contact your Training Officer for guidance on this.

Once you have completed your initial and diagnostic assessment, you will be signposted to relevant resources from your individual plan to work on your skills gaps. There is a lot of content for you to learn from including videos and interactive tasks which are self-marking, so you will be able to get immediate feedback on how you have done. The system can be accessed from your laptop, tablet or mobile device.

[Practice Your Maths and English Skills](#)

For any issues with your bksb account, please email ExternalSupportTeam@Jtltraining.com or call **0800 085 2308**.

There is also a [step by step guide](#) available for using the system which you can refer to.

Remote Learning for Maths and English

The bksb online teaching and learning resource will allow you to continue to practice and improve your maths and English skills. You can access the system from a desktop, tablet or a mobile phone.

To access JTL's bksb site, click on the link below:
<https://JTLtraining.bksbnew2.co.uk>

If you have forgotten your log in details, click on 'forgotten details?', enter your email address and you will be emailed your log in details.

For any other issues with your bksb account, please email ExternalSupportTeam@Jtltraining.com or call 0800 085 2308

JTL TRAINING PEOPLE

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Online learning powered by **bksb**

Functional Skills Training Days

If you have already been invited to Functional Skills training days and have received an invite email from Smart Assessor, a Functional Skills Trainer will be in touch. This is so that they can arrange a suitable time and day when you're available for you to have your remote learning with them. The session with your Functional Skills Trainer may take 15 minutes to an hour depending on your requirements. Your Functional Skills Trainer can arrange a longer session if required after your initial session. Your Functional Skills Trainer will then arrange further sessions with you in order to continue to develop your

If you still have your Functional Skills to do and haven't been invited to a session via Smart Assessor, then don't worry. Continue to use bksb to improve your maths and / or English skills until a Functional Skills Trainer gets in touch. Any concerns or questions on this, please contact your Training Officer.

At the moment, due to JTL centres being closed you are unable to sit your Functional Skills tests. However, you need to be using the time now to continue to practice your maths and English so when the centres reopen, you are better prepared to do your tests, so keep up the practice!

You can also work through sample assessment questions which can be accessed via the pink button below. Just click on the button, scroll down and select the assessment which you would like to view. Follow the instructions by selecting 'ok' and then 'confirm'. Finally, select 'yes I accept' and confirm.

[Access Sample Assessment Questions](#)

Any further questions, please speak to your Training Officer.

If you are a learner in **Wales**, then you will need to continue to work through the WEST system. For further guidance on this, please contact your Training Officer. You can also view Essential Skills Wales sample assessments on the link below:

[Essential Skills Wales Sample Assessments](#)

Additional Support

If you have an additional learning need and feel that you need further support with your learning, please email learnersupport@jtltraining.com or speak to your Training Officer.



general questions or concerns about your learning you can speak with your Training Officer or you can call JTL's customer services team on **0800 085 2308**. You can also email info@jtltraining.com

Bye for now!

Best wishes

From the JTL Team



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