

JTL Learning News
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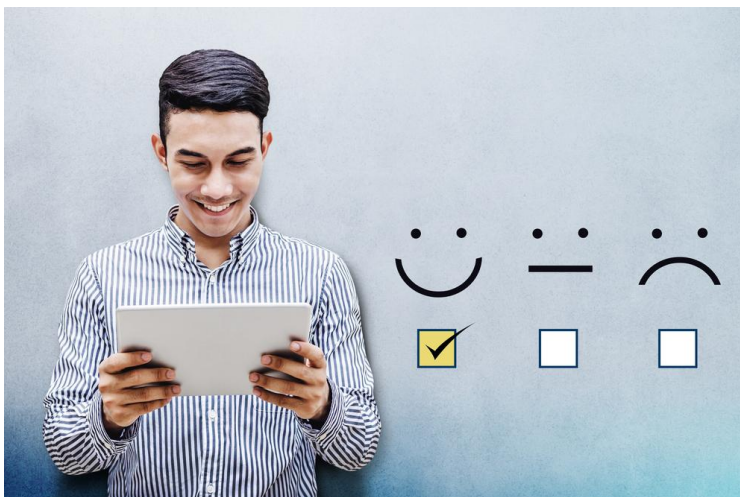
Dear <<First Name>>,

Welcome to the December issue of JTL Learning News. We hope you get some time to enjoy a break over the holiday season.

As and when you do have time, we advise you to check if you have any outstanding work that you still need to do to keep you on track with your apprenticeship. This issue includes lots of reminders with links to useful resources to help you.

Remember, if there's anything in particular you need help with, please contact your Training Officer in the first instance, otherwise you can get in touch with us at info@jtltraining.com

Latest Updates



Safeguarding and Return to Learning Surveys

If you were selected to complete the **Safeguarding Survey** and you have completed it, then thank you. This survey is still live, so if you were selected and received the email about it, but have not yet completed it, please could you take a few minutes this week to do so by clicking on the green button below. This is part of the wider safeguarding review that our team is carrying out with you. Please check your email inbox, and if you haven't received a survey request from us, then you were not selected for this review.

wanted to thank you if you took the the time to complete it. The feedback you have provided will help us to improve your overall learner experience.

[Complete the Safeguarding Survey now](#)



Skills Gap Analysis Survey

If you are on an apprenticeship standard, you'll have been sent an email with a link to a skills gap analysis online survey. If you haven't already worked through this yet, please take 15-20 minutes to do this before the Christmas break. If a question is too difficult you can skip it – just make sure you click the 'submit' button at the end of the survey for your answers to be registered.



Functional Skills

A very big congratulations to you if you have achieved your Functional Skills qualifications over the Summer under the estimated grades process. Your certificate(s) are available to be viewed on your Smart Assessor account. You will need to look in the uploaded work folder, then in the knowledge evidence file. If you are unable to find them, please contact your Training Officer. Paper copies of certificates will be sent out in due course.

Just a reminder that all learners should be completing maths and English learning on bksb.

bksb Learner Guide

If you are still working towards achieving your Functional Skills, completing your bksb learning will allow you to develop new knowledge on areas that you need to practise. This will then allow you to be better prepared when you take your test. A member of the Functional Skills team will be in touch to support you with this. They will contact you by phone, text or email, so look out for their calls and/or messages. Make sure you respond as they are here to support you in achieving your Functional Skills. FS Maths and English Skills Learner Guidance, which you can access by clicking on the blue button below, gives you further details on the process to help you work on your maths and English skills.

FS Maths and English Skills Learner Guidance



Diversity and Inclusion - New Resources for Years 1 & 2

We are very excited to let you know that all Year 1 and 2 learners will shortly be assigned some new and interactive eLearning modules to complete on the SVLE. They cover topics including:

- banter in the workplace;
- what the Equality Act is really all about, and:
- looking at how our brains work in terms of thinking about how our perceptions about people develop that can affect the way we treat each other without even necessarily realising it.

Most importantly, the modules are designed to look at what these things all mean in relation to being at work, and your Training Officer will talk to you about them during your reviews. You will need to complete different modules in each year of your apprenticeship studies, and they will form part of your assessed qualification.

We have produced a short video guide for you explaining more about the modules, how

access the video.

[Video Guide to New Resources](#)



No Learner Left Behind

As you're hopefully already aware, JTL has invested in Cognassist, an innovative cognitive profiling tool designed to identify and support neurodiversity.

Thousands of UK apprentices already benefit from Cognassist and now it's time for you to discover your potential using this platform.

Each of our brains is unique and we all function differently. By taking the CognAssist Neurodiversity Assessment you will learn about how your brain functions, where your strengths lie, and areas that you could develop.

All JTL learners need to complete the assessment to make sure we have a strong understanding about how we can support you on your learning journey.

The assessment takes no longer than 30 minutes and you must complete it on a laptop or a desktop. You can't use a phone or tablet as the system is not yet compatible with these devices, but if you have a laptop/PC why not get started now and fast track your learning!

[Find out more and get started](#)



Introduction to Assistive Technology

Utilising Assistive Technology

We understand that working online is not always straight forward and we have all had to change our work practices over the last year, so the Learner Support Team have brought together some helpful hints and tips to support you working online and accessing information remotely.

[Watch the presentation](#)

So, that's all from us for now. Our next newsletter will be sent to you in February.

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

We'd like to take this opportunity to wish you a very happy holiday season and a healthy and prosperous new year!

**With best wishes,
From the JTL Team**



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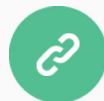
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