



Hi {{Recipient.FirstName}}

Welcome to the December issue of Learning News. We hope you get some time to enjoy a break over the festive 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 you apprenticeship.

Remember, if there's anything that you do need help with please be sure to let your apprentice support officer (ASO) or your training officer (TO) know.

Latest updates

Online registers coming soon



In the new year, JTL and our partner colleges will be moving to an online system for taking class registers. This means email notifications will

automatically be sent to your ASO and your employer if you are absent (unless it is an approved authorised absence). If you are absent, your ASO will be getting in touch with you to see how you are.

Please make every effort to attend all your training sessions. Data tells us that apprentices with poorer attendance are more likely to have to re-sit exams and more likely to have to repeat a year. They also take longer to finish their apprenticeships and are more likely to drop out. If something is making it difficult for you to attend your training sessions, please talk with your ASO or TO.

Functional skills

Firstly, a huge congratulations to all of our learners who passed their maths, English or ICT exams over the past few months. Almost 250 of you have achieved your qualification which is fantastic news!



Do I need maths and English for my apprenticeship?



Yes! If you do not already have a maths, English (or sometimes an ICT) qualification, you will be required to do Functional Skills qualifications within your apprenticeship training. If you weren't aware already, you

cannot be put forward for your End Point Assessment (EPA) or AM2S without achieving your Functional Skills if you didn't come to us with an equivalent qualification.

If you have already achieved a GCSE Grade C/4 in English and maths, you may be exempt from needing these Functional Skills. If so, you must provide evidence to JTL which can be done by emailing us a scanned copy of your certificate. If you do not provide this, you will need to take the lessons and assessments again, so it's really important that you get that evidence to us as soon as possible. Your apprentice support officer or training officer will happily get it stored within the JTL system for you.

As with any skill it's important to practice, so as part of your training with JTL we will help you to continue with your maths and English learning.

Attending Functional Skills sessions & exams

Attending Functional Skills sessions (virtual or in person) are a mandatory part of your apprenticeship, just like attending on other college days. JTL will contact you directly or via Smart Assessor, and you will need to make yourself available to attend remote online learning sessions with a Functional Skills Trainer who will support you in developing your maths and English skills in preparation for your Functional Skills test. You will then be invited to attend a face-to-face refresher session as well as sit your test(s).



20% off the job training guides



Did you know that JTL have produced some excellent support guides to help you record your off the job training? If you weren't aware already, you cannot be put forward for your End Point Assessment (EPA) or AM2S without having fully shown that this part of your apprenticeship has been achieved.

Most apprenticeships in our sector have an emphasis on learning new skills at the beginning of the programme – so the earlier that you start to record this, the easier it will become. JTL estimate that on a 4 year apprenticeship, you could potentially have logged

ALL your off the job training in the first 18-24 months!

These guides have been designed so that you can either print them out and write on them as a hard copy whilst maybe on site, travelling or at home – or to be kept as a digital document that you can edit and type into – the choice is yours! What's most important is that you actually track this – and ultimately record it into Smart Assessor within the right section, there is a visual and written guide on how to do this within the document.

Please speak to your ASO or TO for more information.

And finally ...

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 ASO, TO 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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