



Hi {{Recipient.FirstName}}

Your February issue of Learning News is here! We hope you have had a great start to the year so far and you are progressing well with your apprenticeship.

In this issue you will find updates on the new register system for centres and colleges and your Electronic Individual Learning Plan (EILP), as well as details of a new animated film about Functional Skills, news on Internet Safety Day and much more.

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

## Latest updates

### New register system in centres and colleges



JTL has introduced an online system which makes it easy for tutors to mark registers and for JTL to monitor punctuality

and attendance of our courses.

Another feature of the system is that it will automatically send an email alert to your employer and your ASO 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.

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## Your individual learning plan

As a JTL learner (new or continuing), your Electronic Individual Learning Plan (EILP) is live in Smart Assessor and requires signing off by you and your TO/ASO. Please ensure this is discussed at your next review with them.



There are a series of 'how-to' videos for you here: [JTL Learner Support – ED - YouTube](#), and these videos will provide you with specific EILP support and guidance, and show you how to access, view, and sign it within Smart Assessor.

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## The importance of Functional Skills



This short [new video](#) explains how having good maths and English skills will help you with your work.

So, let's get you on track to complete your Functional Skills qualifications if you haven't already!

Email [info@jtltraining.co.uk](mailto:info@jtltraining.co.uk) or speak to your TO or ASO.

In the meantime, continue to complete your maths/English learning on bksb and if you are working at level 2 and above, you're nearly test ready.

[This guide](#) shows you how to access the practice test papers.

Have a look at this [quick maths revision guide](#). You'll be surprised at how much you may recall...

Review our example reading and writing sample papers below, with hints and tips on how to answer the questions:

[Reading paper – source material](#)

[Reading Paper - questions](#)

[Reading Paper - marking](#)

[Writing Paper](#)

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## Internet safety day

Safer Internet Day 2022 took place on **Tuesday 8th February** with this year's theme being 'All fun and games? Exploring respect and relationships online'.

Safer Internet Day inspires a national conversation about using technology

**Safer  
Internet  
Day 2022** | **Tuesday  
8 February**

Coordinated by the UK Safer Internet Centre

responsibly, respectfully, critically, and creatively.

It is not only computers that are internet enabled, with games consoles, mobile phones and tablets all allowing those who use them access to gaming sites, chat rooms, pornography, and other sites where they may be at risk. In this digital age online safety is a concern for all.

Platforms where you can play games, interact with your peers and others, and take part in 'live' experiences such as video streaming play such an important and positive role, providing people with the means to interact with friends and as a great pastime. But staying safe online and being respectful to others is an important part of online behaviour.

[Find out more >>](#)

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## EIC mental health podcast



The Electrical Industries Charity (EIC), which supports anyone who has worked, or who is working in the electrical and energy industry, has recently launched a series of podcasts discussing topics such as mental health, physical health, the importance of our wellbeing and much more. Our very own Rachel Jagger

Thomas, one of JTL's Diversity,

Safeguarding & Inclusion Advisors has contributed to this series by taking part in a podcast on apprentice mental health. In the podcast she shares some of her experiences working with apprentices, what she has learned, what needs to change and how the EIC can help.

If you've been struggling with your mental health lately or know another apprentice who is, then please take some time to listen to this podcast which may offer some help.

[Listen to the podcast >>](#)

Alternatively, you can contact the EIC's free and confidential support line on **0800 652 1618**, which is available to all JTL apprentices, no matter what apprenticeship

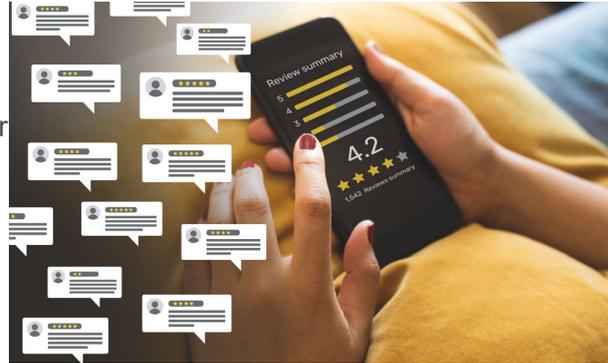
programme you are studying.

[Find out more >>](#)

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## Review JTL on Rate My Apprenticeship

RateMyApprenticeship.co.uk is a resource for students, schools and parents. It aims to educate young people about their career options and inspire them to take an exciting next step after they leave school or college.



You could help others to find out and learn

more about JTL apprenticeships by leaving a review on their site about your experience with us so far. Once you've completed your review it will be moderated by one of the Rate My Apprenticeship team and set live anonymously on the website.

Provided you meet their [terms and conditions](#), you will be sent a £5 Amazon voucher via email. Or you can choose to donate your £5 to one of their nominated charities.

[Post a review now >>](#)

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## Tune up with JTL



As the leading training provider in the building services engineering sector and as a charity, JTL is always looking for new ways to serve the industry and give back.

Here at JTL, we want all our learners to feel supported in their professional development, every step of the way. Not only while you are an apprentice with us but also when you step out into the world of work and continue your careers.

In this playlist you will find a range of resources that cover all aspects of career development; from CV writing and interview skills for those looking for jobs to setting up your own business. You will also find advice on professional development planning,

making the most of your digital skills and building on what you know, as well as how best to study for exams and assessments.

[Access Tune Up >>](#)

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## JIB Registered Apprentice - find out about your benefits

Thanks to a partnership between JTL and the Joint Industry Board (JIB), you can get access to a wide range of benefits that can help you throughout your apprenticeship and beyond.

JTL registers all its apprentices with the JIB, an organisation that sets employment standards across the electrical industry.

The JIB also operates the ECS card

scheme – you will have received your ECS Apprentice card when you first became an apprentice.



Because you're registered with the JIB, you're eligible for a number of benefits at no cost to you – so don't miss out! This is all part of our service to you for being a JTL apprentice.

[Learn more >>](#)

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And finally ...

So, that's all from us for this month. Our next newsletter will be sent to you towards the end of March.

Remember, 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](mailto:info@jtltraining.com).

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

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