



Hi {{Recipient.FirstName}}

Welcome to your March issue of JTL Learning News.

This issue includes an introduction to the role of your Apprentice Support Officer and how they will support you during your programme, an update on individual tutoring if you still need to complete your Functional Skills, a guide to Cognassist 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

Introducing your Apprentice Support Officer



As a JTL apprentice you will now have an Apprentice Support Officer (ASO) assigned to work alongside your Training Officer to support you!

ASOs are here to assist you with the non-technical side of your apprenticeship so that your Training Officer can focus on practical assessments and development of your technical knowledge and skills. You may already

be in touch with your ASO who will improve your learning experience by having regular telephone reviews with you.

How will they contact you?

Your ASO will contact you directly by telephone using their own dedicated landline number or from a new text service facility that has been introduced by JTL this month. Please look out for a text from JTL to arrange your review with your ASO.

These reviews:

- Take place every 6-8 weeks
- Last around 30 minutes
- Will always be conducted via a phone call, or video call if you prefer
- Provide you with regular contact with someone from JTL who can support and advise you
- Will help you to complete your 20% off the job, Cognassist, bksb, and Prevent training
- Give you the opportunity to highlight any issues that they may have with your learning

The team are looking forward to catching up with you soon

Functional Skills

For those of you who still need to achieve your Functional Skills - we are now offering 1 to 1 individual tutoring with your own Functional Skills Trainer to get you ready for your Functional Skills test.



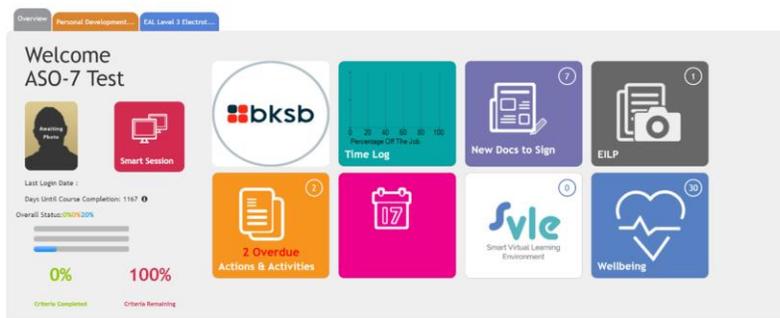
Action today ... to secure your personal time slots, contact FSadmin@Jtltraining.com stating your full name and details of when you are available. Then somebody from the Functional Skills team will be in touch to confirm these sessions with you.

Let's get you on track in 3 simple steps*

1. Let us know when you are available
2. Make sure you attend all your planned online sessions
3. We'll see you in person at a local venue for a revision session and sit test(s)

*assuming your initial and diagnostic assessments are already completed

You will have noticed a new bksb icon within your Smart Assessor account. Click on this icon to access your bksb learning. Work through the interactive tasks, watch the short 'how to' videos to get you practising those all-important maths/English skills.



If you have any questions about Functional Skills please email FSadmin@Jtltraining.co.uk or

Speak to your Apprenticeship Support Officer or Training Officer.

Remember without your Functional Skills qualifications, you will not be able to achieve your full apprenticeship.

Share your story?



If someone asked you why you decided to take up an apprenticeship, what you enjoy about it and what advice you would give to someone thinking about doing the same what would you say? Did people question why you were doing this instead of going to University? Did people look surprised when you said you wanted to train in the trades because it didn't fit their perception of who tradespeople are?

Would you be interested in talking with us about the possibility of turning your story into a case study that could be used to do just that? If the answer is yes, then please let our Inclusion team know by clicking on the link below.

[Share your story >>](#)

What is Cognassist?

Cognassist is a digital cognitive assessment that gives you insight into how your brain works. It assesses eight key domains in your brain that are essential for learning. Completing this assessment gives you an opportunity to learn something about how you think and experience the world around you as well as identifying areas that could potentially benefit from additional support.



[Find out more >>](#)

Logging into your learning



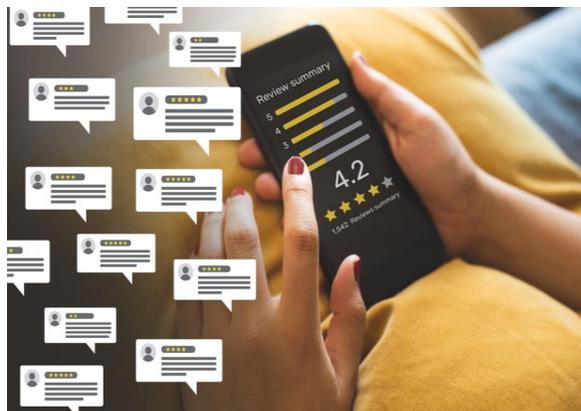
Smart Assessor, bksb, Cognassist – you may find yourself using a few different web-based systems as you complete your apprenticeship. We've made it easier to find the websites you need by creating a log in hub on the JTL website. Add this web page <https://www.jtltraining.com/login-for-jtl-learners/> to your bookmarks or favourites to save you time searching for the sites you need.

Handy tip - if you need to log in to any of these platforms quickly and you can't remember the log in link then just visit the JTL website '[jtltraining.com](https://www.jtltraining.com)'. On the home page right at the top of the page you will see a grey menu bar with 'Login' 'News' 'Blog' and 'Contact us'. Click on 'Login' and you will be taken to a page with two tiles – one which says 'Login for apprenticeship application' and one which says 'Login for JTL Learners'. Click on 'Login for JTL Learners' and you will come

to the 'JTL learner logins and resources' page which contains all the links to the platforms you need.

Review JTL on Rate My Apprenticeship

You could help others to learn more about JTL apprenticeships by leaving a review about your experience with us so far on RateMyApprenticeship.co.uk. 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.

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.

[Post a review now >>](#)

And finally ...

So, that's all from us for this month. Our next newsletter will be sent to you in May.

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.

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

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