



Hi {{Recipient.FirstName}}

Welcome to the September issue of JTL Learning News. We hope you have had an enjoyable summer.

If you've just started your training with us, we welcome you and encourage you to take time to read this once a term newsletter which includes important news and updates relating to your training programme. If you are a continuing learner, we welcome you back and hope you are progressing well with your studies.

In this issue you will find details about your progress reviews and what to expect, along with an update on Cognassist, a digital cognitive assessment tool that we use to understand more about your individual style of thinking and learning.

We've also included important information about the Safeguarding measures we have put in place to protect your wellbeing, as well as advice about setting targets to achieve your Functional Skills if you're required to do these as part of your training programme.

Finally, we've included details about the JIB Apprentice Exchange programme to Brisbane in 2023, plus news about the winners of this year's JTL National Awards. If you work exceptionally hard to complete your apprenticeship this could be you in the future!

Latest updates

When is your next progress review?

Progress reviews are a vital part of your apprenticeship. They are an opportunity to take stock of the work you've done so far, to recognise what you have achieved and to look at what else needs to be done for you to qualify in your chosen trade. Reviews will look at your progress at work, at college and in other areas such as off the



job training, maths and English and personal development. They give you the chance to ask questions and to request support if you need it.

All reviews include the agreeing of actions. These might be for you, your employer or JTL, or all three! Completing these actions within the agreed time is an important way of keeping on track with your apprenticeship.

You will have reviews with your Training Officer and your Apprentice Support Officer so please respond when they contact you to book these. Reviews with Training Officers will often be face-to-face, whilst your Apprentice Support Officer will usually contact you by phone.

Additional Learning Support & Cognassist



The Additional Learning Support team would like to extend a warm welcome to all new JTL apprentices and to those returning for this academic year. At JTL, we work with Cognassist, 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.

All new JTL learners will be asked to complete this assessment at their induction (it is useful to bring your own headphones along to induction for this assessment). If you have completed Cognassist before joining JTL, at school or with another provider, your assessment will be transferred to us, and you won't need to sit it again. You may get your invitation for Cognassist prior to your induction. If so, you are welcome to sit this assessment at home, but it must be accessed on a laptop/computer and cannot be completed on your mobile phone.

How can Cognassist help me?

Once you complete your assessment, you will receive a copy of your assessment report. You may have matched in some areas which can help explain some learning differences you've noticed in the past. If you are surprised that you have matched, that's ok. Your experiences of learning in the past have helped you find your own ways of managing how you learn and work.

If you have matched in an area, you can get started learning new ways of working straight away. Just follow the instructions on the Cognassist platform to access your individualised modules. Completing these modules will help improve self-esteem, confidence as a learner and allow you to get ahead of learning by preparing well in advance for exams. The modules are designed to be short so that you can easily fit these into your schedule.

One of our dedicated team members will contact you to discuss your results in more detail and answer any questions you may have, usually within 5 working days, but if you would like to talk to us sooner, you can email us at learnersupport@jtltraining.com

What happens if I don't match in an area?

If you don't match, don't worry, the assessment can still give you insight into different strengths you didn't know you had. Cognassist focuses on specific areas of cognition and there are other tasks that you could find difficult that don't fall into these areas. There are still ways your learning can be supported, and our team offer more than just Cognassist.

For example:

- Study skills and exam preparation
- Improving verbal and written communication
- How to manage your workload
- Reading support
- Writing support
- Editing/proof-reading portfolios
- Support with remote and in-class learning – checking understanding and supporting engagement

Don't hesitate, contact the team today on learnersupport@jtltraining.com

Supporting your wellbeing

Safeguarding is the action that is taken to promote your welfare if you are at risk of, or experiencing harm, abuse or injury. It is our responsibility to keep you safe whilst you are an apprentice with JTL. We want to support you throughout your journey and if you feel you would like additional support around your wellbeing, please speak with someone at



JTL. We work together with other agencies to ensure adequate arrangements are in place to identify, assess and support you to ensure you are safe and well.

JTL has a strong commitment to Equality, Diversity and Inclusion. We promote a positive environment, which celebrates everybody's differences. We aim to make you feel part of an organisation that promotes equality for all.

Should you have any concerns whilst you are studying with JTL, you can raise these with your Training Officer, your Apprentice Support Officer, a tutor, or directly with the Diversity, Safeguarding & Inclusion (DSI) Team.

There are two DSI Advisors in JTL – Diane and Rachel and you can contact them directly if you would prefer. You can call – 01689 884120 or you can

email safeguarding@jtltraining.com or diversity@jtltraining.com.

Or, if you are in a JTL centre, using a JTL computer, you can click the Confide Icon and send a direct message to the DSI Team.

Setting targets for Functional Skills



As we start a new academic year, if you haven't already achieved your Functional Skills, why don't you set yourself a target to get these achieved in the next couple of months...

Achieving your Functional Skills early on in your apprenticeship (ideally year 1), will really benefit you with completing your assignments as well as at work with tasks such as:

M - measurement tasks and converting units when measuring cable lengths, copper pipes, and assessing distances.

A - adding up test results from testing socket circuits to calculate total electrical resistant reading or calculating water pressures.

T - transposition of formula required, such as Ohm's Law and power formula when selecting size and types of cable.

H - how to use scale drawings to design electrical/plumbing installations.

S - solving problems relating to electrical and plumbing fault finding.

E - entering information onto testing certificates for electrical / plumbing installations.

N - noting down customer requirements for electrical / plumbing installations.

G - giving explanations to customers and confidently explaining how electrical / plumbing components work.

L - letter and email replies to customer queries and requesting materials from suppliers.

I - instructions on how to use hand and power tools safely.

S - spelling of key glossary terms used within the industry such as installation/insulation, inductance/impedance.

H - Health & Safety manuals - reading and understanding statutory legislation.

Whilst you are working less independently on site, it is more cost effective for your employer to release you to work towards your Functional Skills at this early stage of your apprenticeship.

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](#) explains how to use bksb.

You have 2 options to do your test: either at home or by attending a venue in your region. You can discuss these options in detail by talking to your Functional Skills Trainer. Get in touch so this can be arranged for you. For specific Functional Skills queries, email FSadminteam@Jtltraining.com

JIB Apprentice Exchange Programme 2023

Fancy spending six weeks living and working as an electrician in Brisbane? One lucky electrical apprentice will get the chance to do just that, thanks to the JIB Apprentice Exchange Programme.

The JIB Skills Development Fund will cover the cost of flights, accommodation, wages and expenses for this once-in-a-



lifetime opportunity, where the winner will spend time with two or three contractors in the city. The lucky apprentice will also visit the contractors' association, union and leading training providers to get a better understanding of how the industry works and compile a report on their experiences of the electrical industry in Queensland, Australia.

To be eligible to apply, you must be:

- In Stage 3 or Stage 4 of your electrical apprenticeship.
- Working for a JIB member (who is also a member of the ECA)
- A member of Unite the Union.
- You will also need to have a valid, in-date passport and driving licence.

You will need the endorsement of your employer and Training Officer.

A shortlist of candidates will be invited for interview with a panel of industry representatives, who will be looking for apprentices who are knowledgeable, confident and willing to learn.

[Find out more and apply >>](#)

JTL National Awards 2022 - Meet the winners



Tommy Rice, Alex Jolley and Michelle Robinson were named as this year's winners at the JTL National Apprentice of the Year awards, which took place at the Victory Services Club in London on the 20th July.

Leicestershire-based Michelle, who works for Electract's inspection and testing team since finishing her apprenticeship with them, was named the winner of the JTL National Apprentice of the Year Award for 2022. While York-based Tommy who works for JDL and

Lincolnshire-based Alex who works for Dornan Engineering Services Limited, were named the national winners of the Mechanical Engineering Services (MES) and Paul McNaughton Electrical (formerly Electrical Apprentice) awards respectively.

As the recipient of JTL's National Apprentice of the Year Award 2022, Michelle was presented with the winner's silver cup, and £1000 cheque from JTL. Tommy, meanwhile, received a voucher from UK Plumbing Services Limited, whilst Edmundson Electrical donated a Megger multi-function tester for Alex. All three also received engraved glass trophies.

[Read more here >>](#)

And finally ...

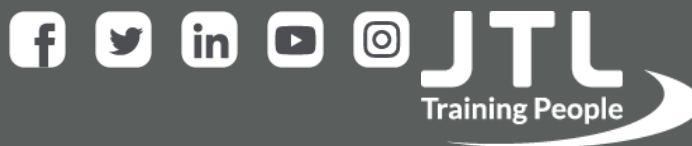
So, that's all from us for now, and we'll be in touch with you again in December.

Remember, if you have any general questions or concerns about your learning, please contact your Training Officer or Apprentice Support Officer in the first instance or else call JTL's customer services team on 0800 085 2308. You can also email info@jtltraining.com.

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

Follow us on Social Media

The fastest way to stay connected to JTL and our latest news



[Privacy Policy](#) | [Terms and Conditions](#)

JTL, a company limited by guarantee with charitable status (registered Charity No 1080254), registered in England (No 3958541) registered office 120-122 High Street, Orpington, Kent. BR6 0JS.

