



Hi {{Recipient.FirstName}}

Welcome to the February issue of Learning News.

In this issue you will find lots of useful information to help you with your apprenticeship learning. We have included tips to help you develop and improve your maths and English skills, details about apprenticeship grading, information about your rights in the workplace, an inspiring case study and an industry competition that you can enter to win a prestigious title and a prize bundle worth £10,000!

Some of you have been delayed in achieving your apprenticeship. Just to let you know that we have a special focus on you and we're doing everything we can. Your Training Officer will be seeing you regularly to get you finished as soon as we can – so expect a contact from us. If you haven't heard from us, please get in touch. We're delighted to have recruited quite a few new Training Officers who are excited to be working with you.

Latest updates

First 90 days learner survey 2023

If you have started your apprenticeship fairly recently, please look out for JTL's **First 90 Days Learner Survey** landing in your email inbox.



We would like to find out what you thought about the first weeks of your apprenticeship. It won't take long to complete and your feedback will help us to find out what is working well and what might need improvement.

Aiming high - apprenticeship grades



Did you know that apprenticeships are graded? Whilst your GCSE grades will have been 1-9 or A*-F, your apprenticeship grade will come in the form of pass, merit or distinction.

Aim to stand out from the crowd by earning a distinction. Not sure how? All the details are in the apprenticeship assessment plans accessed via the links in the table below.

Apprenticeship	Grades Available
Electrician (Installation/Maintenance)	Pass, Merit, Distinction
Plumbing and Domestic Heating Technician	Pass, Merit, Distinction
Gas Engineering Operative	Pass, Distinction
BSE H&V Installer	Pass, Merit, Distinction
BSE H&V Craftsperson	Pass, Merit, Distinction
BSE H&V Service and Maintenance Engineer	Pass, Distinction
Fire, Emergency and Security Systems Technician	Pass, Distinction

Your Training Officer and Tutor will help you to be the best that you can be by setting targets for you so that you know what to do and the standard expected by the industry, and by sharing their sector-leading expertise, knowledge and knowhow with you in every session and every learning activity.

It's important to take special note of the feedback you are given as this is where the direction and confidence you need will be spelled out to you to follow, and be just as brilliant as yourself. We want you to be well-prepared, pass first time with the very best grade to fulfil your potential.

Reasonable adjustments in the workplace

Did you know that employers have a legal responsibility to make reasonable adjustments in the workplace? And did you know that this requirement applies to all workers, including trainees, apprentices, contract workers and business partners?



It is important to know your rights at work and what support should be made available to you. A reasonable adjustment is an inexpensive change that can remove or reduce a disadvantage related to a long-term illness, a disability or difficulty. Some examples suggested by the British Dyslexia Association include:

- Printing information on coloured paper
- Giving instructions one at a time, slowly and clearly without distractions
- Encouraging the use of calendar and alarm features on phones
- Create a daily 'To do' list
- Ensure work areas are well lit

If the reasonable adjustments put in place by an employer are not sufficient, you may be eligible for government help through [Access to Work](#). A factsheet can be

found [here](#). An Access to Work grant could pay for special equipment, help getting to and from work or dyslexia awareness training for colleagues, BSL interpreters or support managing your mental health at work.

Remember, an employer will benefit from having a diverse workforce both financially and in terms of workplace culture. Neurodiverse people bring unique skills that can give a company a competitive edge such as creativity, innovation and strong problem solving.

If you would like to discuss anything in this article further or discuss how additional learning support can help you in your apprenticeship, get in touch with the team today via learnersupport@jtltraining.com

Developing your English and maths skills

We help in two ways at JTL. We develop your English and maths skills alongside all of your other learning. English and maths are part of everyone's job role. We need English skills to understand and be understood in word and speech and we need maths skills to understand and be understood too.

We also provide Functional Skills English and maths sessions. These are a second chance to achieve the qualifications in these important subjects. They have been put into the apprenticeships by the employers who value these skills highly in the workplace. They believe they make you more effective in your role (and we do too). So, we will share with you when there is the right session at the right level for you.

We need you to attend all of the sessions and to do your best. We're confident our expert tutors will guide you to a first time pass. There isn't a grade for these qualifications – all you need to do is pass 😊. If you haven't heard from us and you think you should be in a class, please contact us asap and leave the rest to us.

In the last newsletter, we shared some [guidance](#) with you on why you need to continue to develop your maths and English skills.

In this issue we'd like to share with you three tips from [National Numeracy](#) to help you

get better at maths (but you can equally apply these tips to help you get better at English too).



Embrace mistakes

It may sound odd, but mistakes make it easier to learn. Every time we get something wrong we understand a bit more about how to get it right next time. Remember, nobody is born an expert - we all have to start somewhere.



Start with belief in yourself and the rest will follow

Confidence is the key to all learning. If you give yourself the chance to learn and accept that mistakes are part of the process, your confidence will naturally grow. The first step to improving is believing that you can.



Take your time

People are often so keen to find out their results that they rush to answer the questions. Take your time and read the questions thoroughly. There's no timer or progress bar so you can take your time to think. Take it at your own pace, have a break and come back whenever you need to.

If you are still yet to achieve your Functional Skills, and have not yet had contact from a Functional Skills Trainer, please get in touch with your Training Officer, Apprentice

Support Officer or email the FS Admin Team at FSAdminTeam@Jtltraining.com.

In the meantime, please continue to complete your bksb learning.

Internet safety day 2023



On 7th of February JTL celebrated Internet Safety Day. The internet shapes our everyday lives and it is a tool we rarely go a day without using.

Whether it's used for socialising with friends through social media or gaming platforms or for the use of learning and finding new information. As we navigate these online spaces, we occasionally run into untrustworthy websites trying to scam us, steal our data and much more! JTL has put together a few tips to help you navigate these untrustworthy websites which you can read [here](#).

From re-wiring homes to North Sea oil rigs



To help motivate you and to demonstrate the range of career paths available to individuals working in the building services engineering sector, we'd like to share an inspirational case

study with you from across the JTL Group.

We recently caught up with Jo, former domestic electrician, and single mum to two children who now works as a CompEx electrical rope access technician on the oil rigs in the North Sea.

In 2008, after walking away from an abusive relationship Jo decided to transform her life by upgrading her electrical skills and earnings potential by undertaking CompEx's Gas and Vapours Ex01-Ex04 course. This industry recognised five-day course provides competence-based training and assessment in the selection, use, maintenance, and inspection of electrical equipment in potentially explosive atmospheres.

[Read Jo's story in full >>](#)

ScrewFix Trade Apprentice 2023

Applications are now open for Screwfix Trade Apprentice 2023. The competition is back for its 9th year and coincides with National Apprenticeship Week.



The Screwfix Trade Apprentice 2023 champion will receive a career-boosting trade bundle worth £10,000, including £5,000 of tools, a £3,000 training budget, and £2,000 worth of technology.

Entry to Screwfix Trade Apprentice 2023 is open to all apprentices who are enrolled at college and either have a part-time placement with an employer or are a full-time college student. Apprentices can apply themselves or be nominated by their training provider, college or employer. All applicants must be over the age of 16. The closing date to enter is Sunday 19th February.

[Find out more >>](#)

And finally ...

So, that's all from us for now. We hope you find this newsletter useful. The next issue will be sent to you towards the end of March.

In the meantime, if you have any general questions or concerns about your learning, please contact your Apprentice Support Officer, Training Officer 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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