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Hi <<First Name>>

Welcome to the December issue of JTL 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 your 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 news

Off-the-job Training Guides

You should be logging your off-the-job training on Smart Assessor regularly.

You have told us that you are not always sure what 'counts' towards this so we have created a range of apprenticeship specific off-the-job training guides with the aim of supporting you and your employer with clear guidance on what can be included and counted as off-the-job training.



The guides also include how to use Smart Assessor to log your off-the-job hours. If you are not sure how to log your training on Smart Assessor, please ask your Apprentice Support Officer or Training Officer for advice, or if you attend a JTL centre your tutors can also help. Many of them are providing time

in class for you to do this. Alternatively you can use your lunchtime to keep up-to-date with logging your hours in an environment where help is at hand.

[Access the guides here >>](#)

LEDA Your New Online Learning Platform



If you are on a JTL Apprenticeship Standard we are excited to introduce you to LEDA, our new Learning Management System that will support your learning experience. You will shortly receive an email from us explaining how to access the platform.

LEDA doesn't replace Smart Assessor, but it will be a key source of support for you as you develop the skills, knowledge and behaviours expected of your apprenticeship. It has a user-friendly interface and a library of resources directly relevant to the apprenticeship you are enrolled on. We will be developing and adding to these resources over time.

LEDA also gives you access to a range of courses covering wider topics that you may find useful depending on your personal circumstances and needs. Examples include communication skills, IT courses, digital and study skills.

So, look out for the email with further details and instructions on how to get started on LEDA, your gateway to enhanced learning.

What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of all JTL learners and to protect them from harm.

All learners have the right to protection, to be listened to and to have their opinions heard.



JTL is committed to ensuring all learners on its schemes have the best opportunity to train and work in an informed and appropriate environment.

JTL's Diversity, Safeguarding and Inclusion Team have put together a helpful information sheet about Safeguarding which you can read [here](#).

Functional Skills FAQs



If you have started your apprenticeship without maths or English GCSE (C+ or 4+) / O Level (C+) / Functional Skills (level 2) you must achieve the Functional Skills qualifications before the end of your apprenticeship.

We are here to help. Our sessions are fast track and focused. We aim to get you qualified and back at work as quickly as possible. We need you to make sure you have agreed with your employer when is the best time for you to attend. We have lots of choice of sessions and we have a highly skilled team to get you through.

If you haven't already got your Functional Skills sessions booked, email our Functional Skills team at FSadmin@jtltraining.com. They will be happy to make your booking and answer any other questions you may have.

Ofsted Inspection Result

We are pleased to confirm that, following an inspection that took place in August, JTL has received a Grade 2 'Good' rating from Ofsted.

Chris Claydon, Chief Executive at JTL said: “As a nationally recognised organisation, we understand our responsibility to provide a high-quality learner journey to enable our apprentices and the businesses they support to thrive. We are proud to see that our learners hold a positive attitude to learning and that they are committed to completing their studies. As we plan for the next year, we recognise that there is more that we can do and are constantly looking to improve the quality of our provision.



“We are pleased to achieve a ‘Good’ rating from Ofsted and are grateful to the team who ensured they had a strong understanding of JTL and recognise the commitment from our staff to work with both learners and employers to tailor the learning experience to local, regional and national skills needs. We are thankful to our staff who work tirelessly with learners and employers and appreciate that an inspection visit is a snapshot of their daily work and activity.

“Along with the feedback from Ofsted, we have been listening to our employers and learners and as part of our commitment to further improve the quality of our provision we have developed a new strategy, which puts the quality of the learner journey at the centre of everything we do. We will be sharing this strategy, and some of the changes it will bring, with employers, learners and other stakeholders over the next few months.”

You can access the published Ofsted report by clicking the button below:

[View report](#)

Raising awareness about ADHD



What do Richard Branson, Emma Watson and Simone Biles all have in common?

All three have a diagnosis of Attention Deficit Hyperactivity Disorder (ADHD) and have become very successful in their field.

ADHD is a condition that affects behaviour - symptoms include inattentiveness, hyperactivity and impulsiveness. People with ADHD may seem restless or have difficulty concentrating which can impact learning and behaviour in the classroom.

Mental health charity 'Mind' in partnership with the ADHD Foundation has put together some useful information about ADHD and mental health [here](#), where you will also find links to organisations that can help. In addition, more information about ADHD is available on the [NHS website](#).

If you feel that you may have ADHD or already have a diagnosis but need support to enable you to achieve your goals; contact the Additional Learning Support Team (learningsupport@jtltraining.com) and we will help you reach your full potential.

Keeping Warm At Work this Winter

It gets chilly when you are out on site all day. From wearing the right clothing, to eating the right food, and winter-proofing the site itself, there are plenty of things you can do to ensure that you stay warm while working on a construction site this winter.



Here's some top tips put together by the Electrical Times to help you stay warm.

[Read Top Tips article](#)

And finally...

TOTUM Apprentice discount card



Checkout the benefits of a TOTUM Apprentice membership! TOTUM Apprentice, previously known as NUS Apprentice Extra, is the only discount card for apprentices in the UK, which offers loads of benefits including hundreds of discounts.

TOTUM Apprentice membership gives you access to over 400 discounts, deals and offers on big-name brands both online and in store, giving you big savings on eating out, tech, fashion, travel and more!

[Find out more >>](#)

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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