

The Big Thank You!

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February saw the start of National Apprenticeship Week and Chiltern apprentices and staff were very involved in making the week a huge celebration of success.

As part of this, CTL recently held its Certificate Presentation evening at Reading Town hall. The evening was enjoyed by all and a great way to celebrate the success of over 40 learners who came to collect their certificates. Managers and family members were present to congratulate the learners who received certificates for all levels including apprentices, advanced apprentices, Train to Gain learners, Assessors and Level 4.

The Certificates were presented by Hilary Omissi who is the Director for Post 16 Commissioning. Christine Lowrie, the CTL Gap sponsored learner was there to do a talk about her

Sale and a bottle tombola each other for their work, contribution and help in achieving their qualifications. Forbury Gardens Day Nursery were just one of the many who participated where the learners thanked all of their managers at the nursery for helping them through their qualifications.

The Big Thank You

At CTL's Certificate Presentation evening Chiltern organised a 'BIG Thank You' as a chance for the CTL team, learners and managers to thank



Forbury Gardens Day Nursery saying a Big Thank You

Lostsocks: The bi-monthly newsletter for Chiltern Training

15 Station Road
Reading
Berkshire
RG1 1LG

Alexander House
Fleming Way
Swindon
SN1 2NG

Broad St Business Centre
Broad St
Spalding
PE11 3AF

A note from Katy.....



I would like to thank all our learners, employers and staff who made the recent presentation evening such a huge success. As always, it was a great turn out and the feedback from learners and their families was incredible. Our photographer was on hand to capture the event and copies of the photographs will be sent out shortly.

Our disabled toilet, in line with DDA legislation, is now operational on the ground floor and our library has been relocated to the fourth floor.

Work will begin over the next few weeks to create a small milk kitchen on the lower ground floor. This will enable learners to observe and make up bottles for use with our ever increasing family of "Real Care" babies which are extremely popular with our learners. Key skills testing may be interrupted or undertaken elsewhere in the building during this time and we apologise in advance for any inconvenience caused during the installation of our new resource.

This is the busiest time of the year for our admissions team, Sarah, Josie and Laura as we are now receiving a huge increase in the number of applications for our courses to start in September. Although it seems a long way away, we would be really grateful if our employers could continue to support young people and work with us to offer them a route into our childcare sector.

Katy

Chiltern Training Ltd Full Time Childcare Training Officer £18-21k per annum

CTL provides quality training to the child care sector across Berkshire, Wiltshire and the Thames Valley. We are seeking a qualified assessor to join our friendly team.

Duties to include:

- Tutoring Childcare Apprentices
- Assessing candidates in a variety of childcare settings
- Promoting safeguarding

Skills/Knowledge Required:

- Enthusiastic and motivated team worker
- Good communication skills
- Previous experience in the child care sector
- A1 qualified
- PTLLS/Cert Ed qualifications preferred

Car owner/driver essential

This post is exempt from the Rehabilitation of Offenders Act 1974, successful applicants will be required to complete an enhanced CRB check

Please contact 0118 9566 995 to request an application pack.

Closing date for applications 1st April 2011

CTL is an equal opportunities employer

Head Office: 15 Station Road, Reading, Berkshire, RG1 1LG.

Chiltern Training Ltd Key/Functional Skills Tutor required 2/3 days per week £25 p/hr

We are looking for key/functional skills tutor to join our friendly team.

Duties to include:

- Tutoring one to one and small groups of learners in key/functional skills (up to level 2), to help learners achieve their full potential.
- Carrying out diagnostic assessment for learners with potential literacy and numeracy needs
- Keep records of support plans and learner progress
- Provide guidance, mentoring and motivation to the learner

The ideal applicant will have experience of working with Key Skills or teaching numeracy and literacy and will preferably hold a teaching qualification (PGCE/QTS/Cert Ed/PTLLS/CTLLS/DTLLS/7304 or 7407). You should be able to work with and support a range of learners and it is essential that you have minimum GCSE grades A-C in Maths and English.

This post is exempt from the Rehabilitation of Offenders Act 1974, successful applicants will be required to complete an enhanced CRB check

Please contact 0118 9566 995 to request an application pack.

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Staff Updates at Chiltern.....

Sue Bulbeck has been appointed as Regional Director for East Midlands with responsibility for our learners in Lincolnshire.

We would like to welcome **Rebecca Hayes** and **Carlie Norwell** who join our admin team as apprentices .

We would also like to advise that **Josie Ballard** will now be our Health & Safety rep for the Reading learners. Karen Funnell will maintain responsibility for Health & Safety for Swindon learners and Janet Dent for our Spalding learners.

Rachael Cunningham has joined us as a consultant for our new Business Admin Apprenticeship programme based with our Chiltern Management Centre.



Christine Lowrie in Japan

Would you like to take a Gap Year?

Each year, CTL will sponsor an Advanced Apprentice to go and volunteer abroad for 3-6 months on a Gap opportunity. This is an amazing opportunity to see the world, learn about a different culture and have the experience of a lifetime.

If you are interested in going on a Gap experience in the future and you are currently doing a Level 3 at Chiltern, please contact Laura Senior on **0118 9566995** for more information.

Interested in a Business and Administration Apprenticeship? Come along to our

OPEN DAY On Tuesday 8th March 2pm –6pm

At 15 Station Road, Reading, Berks, RG1 1LG

Well done Sarah!

Sarah Darsley in the Recruitment and Admissions team recently ran the Wokingham Half marathon in aid of The Teenage Cancer Trust, CTL's chosen charity. She ran a time of 2 hours and 8 minutes, which was a personal best time. Sarah felt 'it was a hard run as the conditions were very cold and windy, but I was glad to have completed it and raised over £560 for the charity, which is fantastic. Thanks to everyone who sponsored me! I am hoping to run a 10km race next in March or April so if anyone is up for the challenge and wishes to join me and keep fit and healthy, let me know!' you can contact sarah in the office on 0118 9566995 or email her at sarah.darsley@chilterntraining.org.



Sarah after the Half Marathon

Celebrating Success with Learners who Achieved in January & February

CCLD Apprentice:

Sofie-Jade Woods—First Steps Nursery
Sarah Noll—Headstarts Day Nursery (Market Deeping)
Chelsea Richardson—Headstarts Day Nursery (Bourne)
Chloe Ingham—Katie's Childcare
Kimberley Batiuk—Little Treasures Nursery
Vicky Chappell—Little Treasures Nursery
Katherine Harriss—Little Treasures Nursery
Jessica French—Munchkins Kindergarten
Melissa Parisi—Northumberland Day Nursery
Jade Whatley—Toad Hall Day Nursery
Hayley Bright—Little Learners

CCLD Advanced Apprentices:

Emma Holmes—Acorns Day Nursery
Emma Goode—Bracken Bears Day Nursery
Gabriella McCormack—Brightstart Day Nursery
Claire Bicknell—Forbury Gardens Day Nursery
Maddie Perkins—Natures Nursery
Leigha Kober—Willows Day Nursery
Marcella Ignaczova—Little Echoes

Train To Gain NVQ 3:

Ailish O'Shea—Christ The King School
Naheed Thaphader—Dingley Reading
Catherine Leverington—Headstarts Day Nursery (Market Deeping)
Sian Hills—Little Treasures Nursery
Lisa Buist—Mortarboard Day Nursery
Rachael Hatchett—Mortarboard Day Nursery
Julia Muggeridge—Orchard Farm Day Nursery
Dominique LaFave—Sunninghill Day Nursery
Rebecca Guest—The Avenue Day Nursery
Christopher Lovelock—Woodlands Day Nursery
Kellie Snarey—Christ The King

Supporting Teaching & Learning Level 2:

Louise Holbrook—Bourne Abbey School
Teresa Ann Panks—Spalding Parish C of E

Supporting Teaching & Learning Level 3:

Teresa Bradbury—St Bartholomews School

NVQ Level 4:

Louise Glowacki—Little Dragons
Nicola Cleverly—Bearwood Day Nursery

Team Leading:

Lisa McCoy—Norcot Early Years
Jenny Marriott—Toad Hall
Helen Deacon—Our Ladys Prep School

Management:

Rebecca Louise Duff—Just Learning

Customer Service NVQ Level 3:

Alison Boughtwood—Chiltern Training

Promoting Equality & Diversity In Your Setting: Recruitment

As employers Nurseries and Schools need to ensure their policies and procedures are up to date and reflect the requirements of the Equality Act. Before you recruit a new worker or someone to replace a person who is leaving or has left, you will be thinking about what the job involves and the skills, qualities and experience a person will need to do it. You must avoid direct discrimination against people because of their protected characteristics in what you say or write about the job. Avoid requirements you cannot objectively justify. Of course, you will need the successful applicant to have particular skills, experience or qualifications to do the job. If requirements like these are objectively justified, you can include them in what you say or write about the job and the person you are looking for. However if the requirements are not objectively justified to do the job, then using them might be unlawful indirect discrimination.

Good practice tip for avoiding discrimination:

Stick to making a list of what the job is designed to get done. Try not to make assumptions about who will be able to do it. Making assumptions might mean you exclude people because of their protected characteristics.

Equality good practice: what you can do if you want to do more than equality law requires:

- Using an application form which asks people to say how they can meet the requirements of the job will help you to focus on whether people can do the job or not, rather than their protected characteristics, and makes unlawful discrimination less likely. This will help you avoid tribunal claims.
- If you have drawn up a job description and person specification, use these to work out what you want to ask on the application form.
- Only ask for information that is relevant to the job.

What must I not ask an applicant?

You must not ask questions about someone's protected characteristics unless these are very clearly related to the job. This is because it matters how you use the answers to the questions:

Good Practice for Interviews:

- Have more than one person to do the interviewing
- Even if it is not necessary to avoid unlawful discrimination, be flexible over the date and time of the interview or test
- Keep a record of the interview, and keep the notes for 12 months.
- Ask similar job-related questions of all the applicants

Good Practice Tip – Monitoring Forms

Giving every applicant for a job with you a monitoring form this will help you to see who has applied for the job and who has been selected, in terms of their protected characteristics. This highlights any groups who are not applying allowing you to look again at your assessment process.



The Chiltern Apprenticeship Challenge 100 Apprenticeships in 100 Days



The National Apprenticeship service launched the Reading 100 in 100 campaign in February, to encourage employers in Reading to make a pledge to take on new apprentices within the next 100 days. The aim is for training providers to work in partnership with employers to offer young people in this community a chance to work and gain nationally recognised qualifications. Employers will benefit from a skilled work force that are motivated to learn and can be shaped to fit within your business.

If you would like to pledge to take on an apprentice at this time, or would like some more information please contact the Admissions Team on: **0118 9566995**.