



NOVEMBER 2024

# EMPLOYER NEWSLETTER

## WELCOME TO THE NEWSLETTER!

Hello, LAAT Employers! Welcome to the November 2024 edition of the LAAT newsletter, your hub for all things apprenticeship related. We're excited to bring you the latest updates, events, and insights from our training programs. Let's dive into what's happening in the month of November 2024.



laat.ac.uk

LAAT - Where You Gain Experience  
While You Learn

# KEY TERMS OF THE MONTH

## CONTEXTUAL SAFEGUARDING



Contextual Safeguarding is an approach to understanding, and responding to children's experiences of significant harm beyond their family and home.

This approach recognises the different relationships children have in their schools, peer groups, online and in their community. Parents and carers may have little influence over these contexts and children's exposure to extra-familial abuse can impact negatively a parent-child relationship.

## WHISTLEBLOWING

### What is Whistleblowing?

Whistleblowing is when an employee reports concerns about malpractice, wrongdoing, or illegal activities that could harm individuals or the wider community, particularly in healthcare settings. It differs from making a complaint or grievance, as it involves raising awareness of issues like poor practices or risks that could affect service users or employees.

Healthcare professionals have a responsibility to report any harm or risk to adults at risk, and failing to do so may be seen as collusion. Organizations that work with vulnerable adults should have clear whistleblowing policies outlining the procedure for raising concerns.

The term "whistleblowing" gained prominence in 1998 when the UK introduced the Public Interest Disclosure Act (PIDA), offering legal protection to employees who report wrongdoing in the workplace. Historically, during the era of the slave trade, there were no policies supporting freedom of speech in the workplace, and even children working in those environments had no protections to voice concerns.

Whistleblowers now play a vital role in identifying and stopping modern slavery, as they often possess direct knowledge of such activities. The legal framework established in 1999 ensures that those who raise concerns about workplace malpractice are protected from retaliation.

Initially, employees should report issues to their line manager or the Designated Safeguarding Person. If they are uncomfortable with this approach, fear retaliation, or believe the issue won't be addressed, they may report to a prescribed body, such as the Police, Social Services, or the Care Quality Commission (CQC).

Whistleblowers are protected under the Public Interest Disclosure Act 1998 (PIDA), ensuring they can report wrongdoing without facing discrimination.



# 20% OFF THE JOB TRAINING IDEAS

Why not look at an awareness day or charity event happening this month and get your apprentice to organise an event in your setting e.g. NSPCC and hold a coffee morning as a fundraiser. This gives the apprentice the opportunity to develop communication, problem solving, digital skills and lots more. This can also be a great social, marketing or networking event for your organisation.

## EMPLOYERS' VOICE



Your feedback is vital to shaping the future of LAAT! Help us improve by taking just two minutes to complete our quick survey. Your insights will drive positive changes in our company reflection process and quality assurance procedures, and we'll keep you informed on how your input makes a difference. We appreciate your co-operation in this matter!

To access the survey, click here - <https://forms.office.com/r/j16zEvVnDu>





***Dear Employers,***

***As part of the apprenticeship funding rules and to obtain data for Ofsted we are requested to maintain data on apprentices' attendance in their learner journeys. To do this we will require you to keep a monthly timesheet of your learners working hours, punctuality and general timelessness at work. In return the tutors at LAAT monitor the apprentice's attendance at teaching and support sessions. Monitoring apprentices attendance is to ensure that we only claim funding for the learners being active and engaged in learning.***

***If you feel that completing this monthly timesheet for your apprentices will cause you a lot of time then we are happy if you wish to get your apprentice to maintain the monthly record and bring to you for comments and signing at the end of the month.***

***We require all the monthly timesheets to be sent in by the 4th of the following month to the tutor who supports your apprentice.***

***If you have any questions regarding this, please do not hesitate to contact us and thank you for supporting your apprentices with this matter and the LAAT team.***



# PROGRAMME SPOTLIGHT - TEAM LEADER - LEVEL 3



LAAT provides apprenticeships in The Team Leadership course equips learners with the skills to effectively manage and lead teams, improve communication, delegate tasks, solve problems, and drive performance. Apprentices will gain practical experience in leadership, team dynamics, conflict resolution, and goal-setting, preparing them for leadership roles in a variety of industries.

## Courses LAAT offer in Team Leadership

- Team Leader Level 3
- Supervisor Level 3



### General workday as a Team Leader

As a Team Leader, your day involves overseeing team performance, delegating tasks, and providing support. You handle check-ins, monitor progress, resolve issues, and ensure clear communication. You also manage administrative tasks, motivate the team, and address any conflicts, all while aiming to meet goals and maintain productivity.

“Leadership is not about being in charge. It’s about taking care of those in your charge.”  
- Simon Sinek

 WATCH AN APPRENTICE DAY IN THE LIFE VIDEO 

# TURING SCHEME

# LAAT'S GOING GLOBAL!

LAAT IS EXCITED TO ANNOUNCE THAT IT HAS SECURED THE TURING SCHEME FOR THE 2024-2025 ACADEMIC YEAR.

This UK government initiative provides funding for international study and work opportunities, fostering academic and professional growth through cultural exchange.



**LAAT**  
Loughborough Applied Arts and Technology

**TURING SCHEME**  
The UK's global programme to study and work abroad

Our First Turing Trip  
**DUBAI**

**JOIN US FOR THE RIDE!**

Our students are off to Dubai for their first Turing Scheme adventure, and we're taking you along! Follow their journey as they explore new horizons, dive into Dubai's culture, and make lifelong memories.

laat.ac.uk 0203-411-0278

A promotional poster for LAAT's Turing Scheme trip to Dubai. The background features a night view of the Burj Khalifa and other Dubai skyscrapers. The text is in white and blue, with a black arrow pointing right containing the words 'TURING SCHEME'. At the bottom, there is a white box with text and contact information.

AS PART OF THIS PROGRAM, LAAT APPRENTICES WILL HAVE THE CHANCE TO PARTICIPATE IN AN ALL-EXPENSES-PAID TRIP TO DUBAI, OFFERING THEM A UNIQUE OPPORTUNITY TO EXPLORE THE CITY'S CULTURE AND GAIN VALUABLE EXPERIENCES. MORE DETAILS ON HOW TO PARTICIPATE WILL BE SHARED SOON.



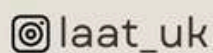
This November  
Join Us for

# NATIONAL STRESS AWARENESS WEEK



Your Wellbeing Matters

November 4th to 8th



London Academy for  
Applied Technology

Follow us on social media for daily updates

During National Stress Awareness Week, LAAT promotes awareness of stress, its effects on health, and the importance of managing it through resources, workshops, and stress-reduction activities. The focus is on self-care, mindfulness, and support to help individuals recognize stress and develop healthier coping strategies for better mental health and resilience.



# Events Of the Month - October 2024



**Anti-Bullying Week is a time for LAAT to raise awareness about bullying and promote kindness, respect, and inclusion.**



**Join Us for**

## Antibullying Week.



**Monday 11th - Friday 15th November**

**#Choose Respect**

**Speak up and Stand up against Bullying**

**Imagine a world  
where respect and  
kindness thrives!**



**Through various activities, workshops, and discussions, focusing on empowering individuals to stand up against bullying and create a safe, supportive environment. It encourages understanding, empathy, and action to prevent bullying in workplaces, and communities, fostering a culture of respect and acceptance.**

# Events Of the Month – October 2024



*Join us  
to celebrate.*



INTERNATIONAL


# Men's Day


19TH NOVEMBER

CELEBRATING THEIR

- ACHIEVEMENT
- GROWTH
- WELLBEING



 [laat.ac.uk](http://laat.ac.uk)

 [laat\\_uk](https://www.instagram.com/laat_uk)



London Academy for  
Applied Technology

Follow us on social media for daily updates



**International Men's Day recognizes the positive contributions men make to society, while promoting awareness of men's well-being and highlighting issues like positive role models and gender equality. At LAAT, this day is an opportunity to appreciate the men in our community, encourage conversations about their physical and mental health, and celebrate the values of respect, and responsibility.**

# Events of the Month - October 2024



Join Us on  
28th November  
to Celebrate

# Thanksgiving

A Reminder to be  
grateful for what we  
have!



**Thanksgiving Day, celebrated on the 4th Thursday of November, is a time for gratitude, family gatherings, and sharing a festive meal to give thanks for the blessings of the past year. The holiday traces its origins to the early 17th century, when Pilgrims and Native Americans came together for a harvest feast in 1621. Today, while Thanksgiving has its roots in American history, it is celebrated worldwide with loved ones, often featuring turkey, stuffing, cranberry sauce, and pumpkin pie. It's a day for community spirit reflecting on the importance of gratitude and togetherness.**

# 2024 NOVEMBER



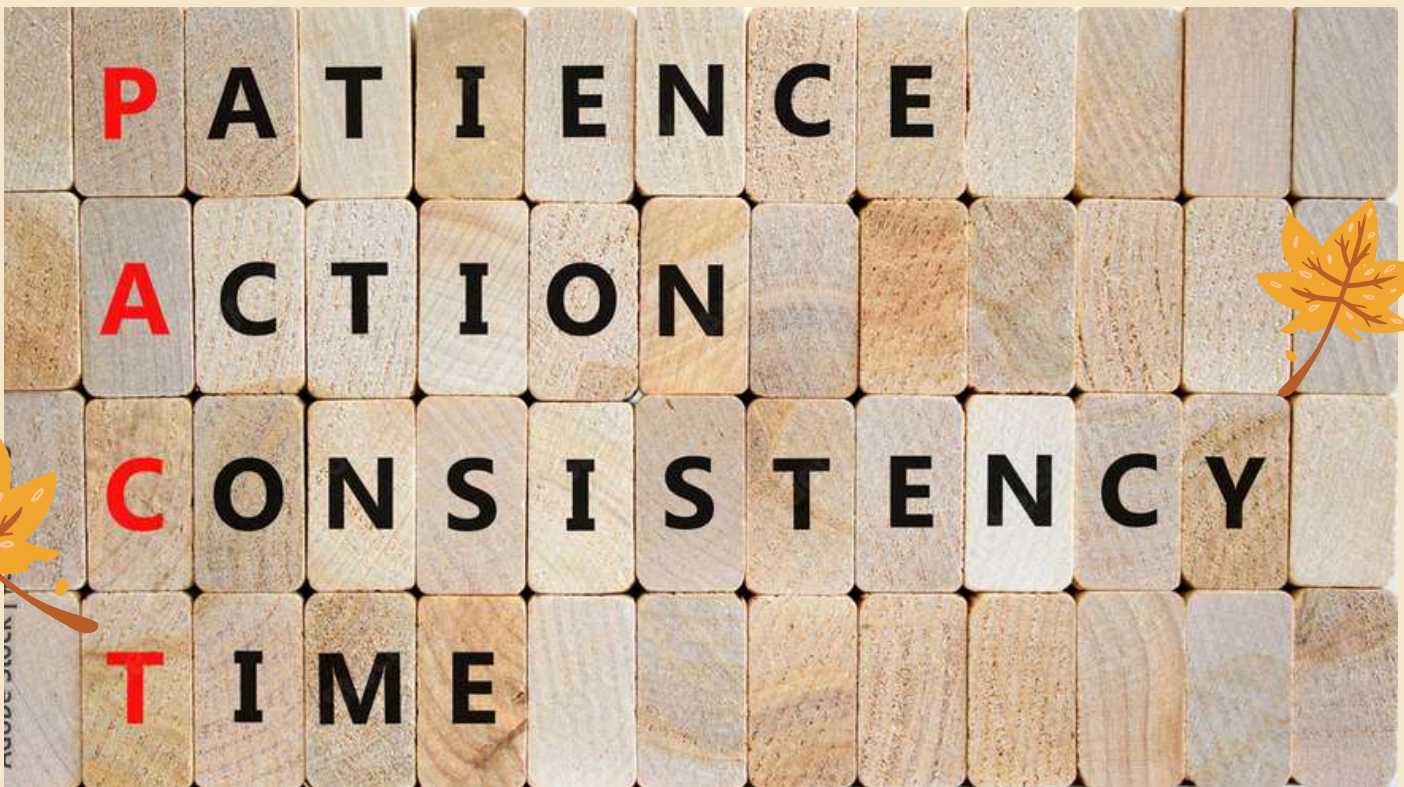
**LAAT**  
London Academy For Applied Technology

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 DIWALI WEEK
3	4	5	6 NATIONAL STRESS AWARENESS DAY	7	8	9
10	11 ANTI-BULLYING WEEK (BEGINS)	12	13	14	15	16
17	18	19 INTERNATIONAL MEN'S DAY	20	21	22	23
24	25	26	27	28 THANKSGIVING	29	30

# SELF IMPROVEMENT



PACT is a goal-setting technique that stands for Purposeful, Actionable, Continuous, and Trackable. PACT goals are designed to help you create clear, achievable, and results-driven objectives. They can be used for long-term goals and focus on outputs that you can control.



- Define objectives and key results
- Ensure team alignment
- Monitor progress
- Adapt and adjust your goals based on feedback
- Celebrate achievements



# EMPLOYMENT LAW NEWS

Equality - 🚩 Are you an employer?

⚖️ Under equality law, you must take reasonable steps to prevent sexual harassment of your staff.

This is called the preventative duty and if you do not comply with it, you are breaking the law.

📄 Our 8-step guide is a useful tool to help you take positive action to prevent and deal with sexual harassment at work.

You can find the guide here 🖱️ <https://orlo.uk/87clM>



## STRESS MANAGEMENT

Managing stress in the workplace, Employers have a duty to support their employees. This means that by law employers must:

1. Identify any risks to their employees' health, for example by carrying out a risk assessment.
2. Take steps to prevent or reduce work-related stress.

Stress is an adverse reaction to excessive pressure or demands, affecting both physical and mental health. It can lead to burnout, anxiety, depression, and physical illnesses like heart disease. Work-related stress may result from factors like heavy workloads, poor conditions, lack of support, or unclear roles. Life events outside of work, such as personal loss or financial worries, can also contribute.

Employees should talk to their managers if they experience stress, and employers can provide support through counseling, time off, or role adjustments. Early intervention can help prevent more serious health issues.

HERE IS A FREE MANAGING  
WORK RELATED STRESS  
PODCAST



November, 2024

# Exciting News!



## This month LAAT has some exciting news for all employers!

We are launching our Employer Apprenticeship Resource Padlet, The Padlet contains links, resources, information and blank documents to help you when employing apprentices. We will add regular updates and important information so please do check back regularly to see what is new. We value our employers ideas and feedback so please let us know any information or documents you would like to see added to the Padlet by emailing [Tracey@LAATedu.com](mailto:Tracey@LAATedu.com)

**Access the Padlet here and be sure to add it to your favourite websites,**

<https://padlet.com/traceymortlock/iag-for-employers-edi6xou1qepd87il>



laat.ac.uk



# CPD opportunity

**A free CPD opportunity  
for all staff and  
employers to  
undertake a free course  
on stress**

<https://workingminds.foc.usgames.com/>

## Sector/Compliance updates

Updates from the budget last week –  
Apprentice minimum wage to rise to  
£7.55

New rate will apply from April 2025,  
chancellor set to announce at  
tomorrow's budget :

<https://feweek.co.uk/budget-2024-what-the-chancellor-announced-for-fe-and-skills/>

**CLICK HERE**



# APPRENTICESHIP STANDARD UPDATES

OCTOBER SAW THE LAUNCH OF A NEW LEVEL 3 SAFEGUARDING OFFICER APPRENTICESHIP STANDARD. THIS COURSE IS A GREAT OPPORTUNITY FOR ALL DSL OR SAFEGUARDING OFFICERS IN ANY WORKPLACE. WE ARE EXCITED TO ANNOUNCE THAT LAAT ARE TAKING INTEREST NOW FOR LEARNERS AND EMPLOYERS WHO WISH TO START THIS COURSE IN JANUARY 2025. IF YOU WOULD LIKE MORE INFORMATION OR TO REGISTER YOUR STAFF FOR THE APPRENTICESHIP PLEASE EMAIL [APPRENTICESHIP@LAATEDU.COM](mailto:APPRENTICESHIP@LAATEDU.COM)



## MENTAL HEALTH

Apprentices are entitled to up to nine months free mental health support, if you feel your apprentice could benefit, please put them in touch with Able Futures – mental health support from Able Futures. **Call 0800 321 3137**

<https://able-futures.co.uk/individuals>

# Awareness Advices

## Top tips to prevent and respond to bullying at your school or setting from Anti-Bullying Alliance

- ✓ Always challenge discriminatory language: make it clear to all members of your school community that you will challenge all discriminatory language
- ✓ Never dismiss reports of bullying that involve refugee children or young people – be clear you take this seriously.
- ✓ Encourage children and young people who are refugees to speak to teachers/ support staff if they have any worries or concerns about bullying, prejudice or abuse.
- ✓ Review your staff training offer, and make sure that preventing and responding to bullying (including race and faith targeted bullying) is included in all staff training.
- ✓ Take a whole-school and cross curricular approach. Involve all aspects of the school community.

<https://youtu.be/kfzr4e-shc8>

## Mental Health

November is Men's Mental Health Awareness Month. Let's celebrate the progress we've made BUT recognise the work we still need to do in order to break down the stigma surrounding men's mental health.

<https://www.matesinmind.org/training-and-resources/men-s-health-awareness-month-2024>





## **Line Manager Guide: Empowering Apprenticeship Leaders**

**Recognising the crucial role that line managers play in supporting the success of apprentices, we've developed a dedicated guide to support these key mentors and managers.**

**The Line Manager Guide is available in two versions to provide flexible support options:**

**1. \*Full Version\*: Exclusively available to our partners, offering in-depth strategies and resources to support apprentices comprehensively.**

**2. \*Abridged Version\*: Free and accessible to everyone, providing essential guidance for supporting apprentices effectively.**

**We strongly encourage you to share the abridged version widely within your professional networks. By equipping line managers with the right tools and knowledge, we can collectively enhance the quality of apprenticeships and support across the UK.**



**Get your copy here -**

**<https://associationofapprentices.org.uk/get-ahead-2024/>**



# THANK YOU FOR READING



<https://laat.ac.uk/>



THAT WRAPS UP  
THIS MONTHS  
NEWSLETTER!

**WE HOPE YOU FIND IT  
INFORMATIVE AND  
ENGAGING. IF YOU HAVE  
ANY QUESTIONS OR  
SUGGESTIONS FOR FUTURE  
EDITIONS, DON'T HESITATE  
TO REACH OUT TO US**

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