

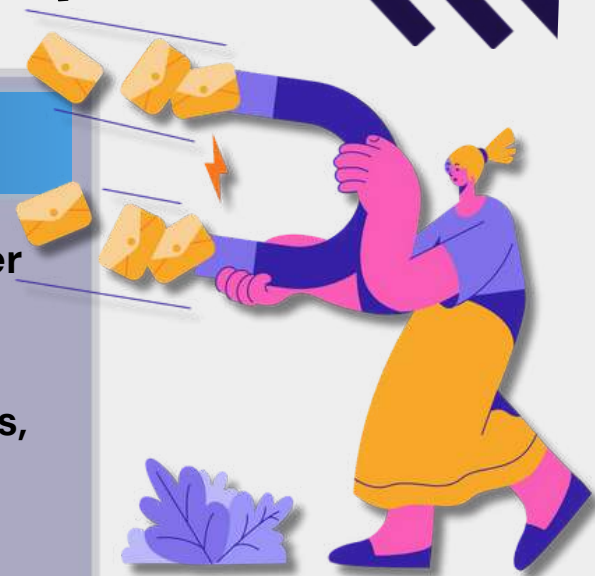


EMPLOYER NEWSLETTER

OCTOBER 2024

WELCOME TO THE NEWSLETTER!

Hello, LAAT Employers! Welcome to the October 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 October 2024.



Key Term of the Month - Professional Curiosity

Professional curiosity helps safeguarding professionals uncover hidden risks by recognizing subtle signs of vulnerability. By adopting an inquisitive mindset, safeguarding practitioners can recognize subtle signs of potential harm, such as behavioral changes or inconsistencies in a person's narrative. This proactive mindset fosters trust, enabling more effective protection for those at risk.





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) -
<https://forms.office.com/r/j16zEvVnDu>



20% Off the Jobs Idea

This month suggest coaching & mentoring as activities for staff, your apprentice can shadow a colleague in your setting to learn about different job roles in the organisation or if you have different departments/branches can you send your apprentice to work in a different branch/department to learn about your organisation and the sector they work in.



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.

S

Specific

- State what you'll do
- Use action words

M

Measurable

- Provide a way to evaluate
- Use metrics or data targets

A

Achievable

- Within your scope
- Possible to accomplish, attainable

R

Relevant

- Makes sense within your job function
- Improves the business in some way

T

Time-bound

- State when you'll get it done
- Be specific on date or timeframe

SELF IMPROVEMENT

Here's how to create a Personal Development Plan (PDP) using SMART goals:

➤ **Identify Development Areas: Improve leadership, communication, or technical abilities.**

➤ **Set SMART Goals:**

Specific: Define the goal clearly.

Measurable: Track progress.

Achievable: Make sure it's realistic.

Relevant: Align it with your career goals.

Time-bound: Set a deadline.

➤ **Develop Action Steps: Break goals into tasks like attending workshops or seeking mentorship.**

➤ **Track Progress: Regularly assess milestones and gather feedback.**

➤ **Review & Adjust: Update your PDP as you make progress or goals evolve.**

This approach keeps your growth focused and actionable.

Programme Spotlight - Business Administration Level 3

LAAT provides apprenticeships in The Business Administrator course equips learners with transferable skills, enabling them to support organizational efficiency, manage priorities, and develop towards management roles across sectors.

Courses LAAT offer in Business Administration

- Business Analyst Level 4
- ➔
- Business Administration Level 3

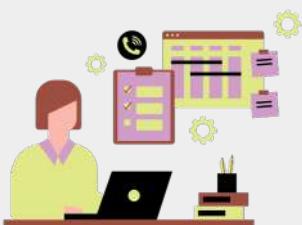
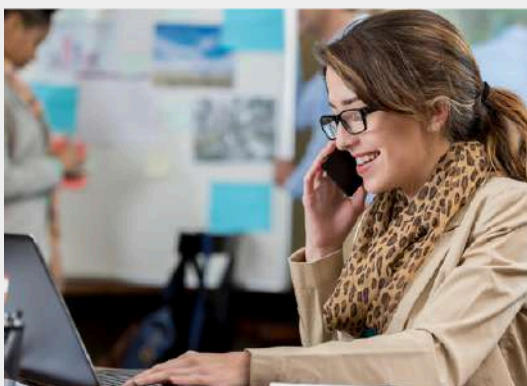


General workday as a Business Administrator

A typical day for a Business Administrator includes managing emails, records, meetings, coordinating with teams, processing invoices, and liaising with stakeholders. Problem-solving and supporting business operations are key aspects of the role.



This video talks through Jenna Hughes who is an Business Services Apprentice.



Events of the Month - October 2024



LAAT will be celebrating



WORLD MENTAL HEALTH DAY

10 OCTOBER, 2024

THEME : WORKPLACE MENTAL HEALTH

IN COLLABORATION WITH 

"Let's raise awareness about the world's mental health by talking, listening and supporting each other on the journey to better mental health."
- Ketut Susilo -

laaat.ac.uk | laaat.uk

This month at LAAT, we're excited to celebrate World Mental Health Day on 10th October, focusing on Workplace Mental Health. In collaboration with able futures. Workplace mental health is vital for employee well-being, productivity, and job satisfaction. Prioritizing mental health fosters a supportive environment, builds resilient teams, and reduces stigma. Our initiative aims to raise awareness and promote practical strategies for a healthier workplace. 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>

Events Of the Month – October 2024

This month at LAAT, we're excited to celebrate Halloween on 31st October! A celebration of all things spooky, featuring costumes, treats, and fun activities to embrace the festive spirit.



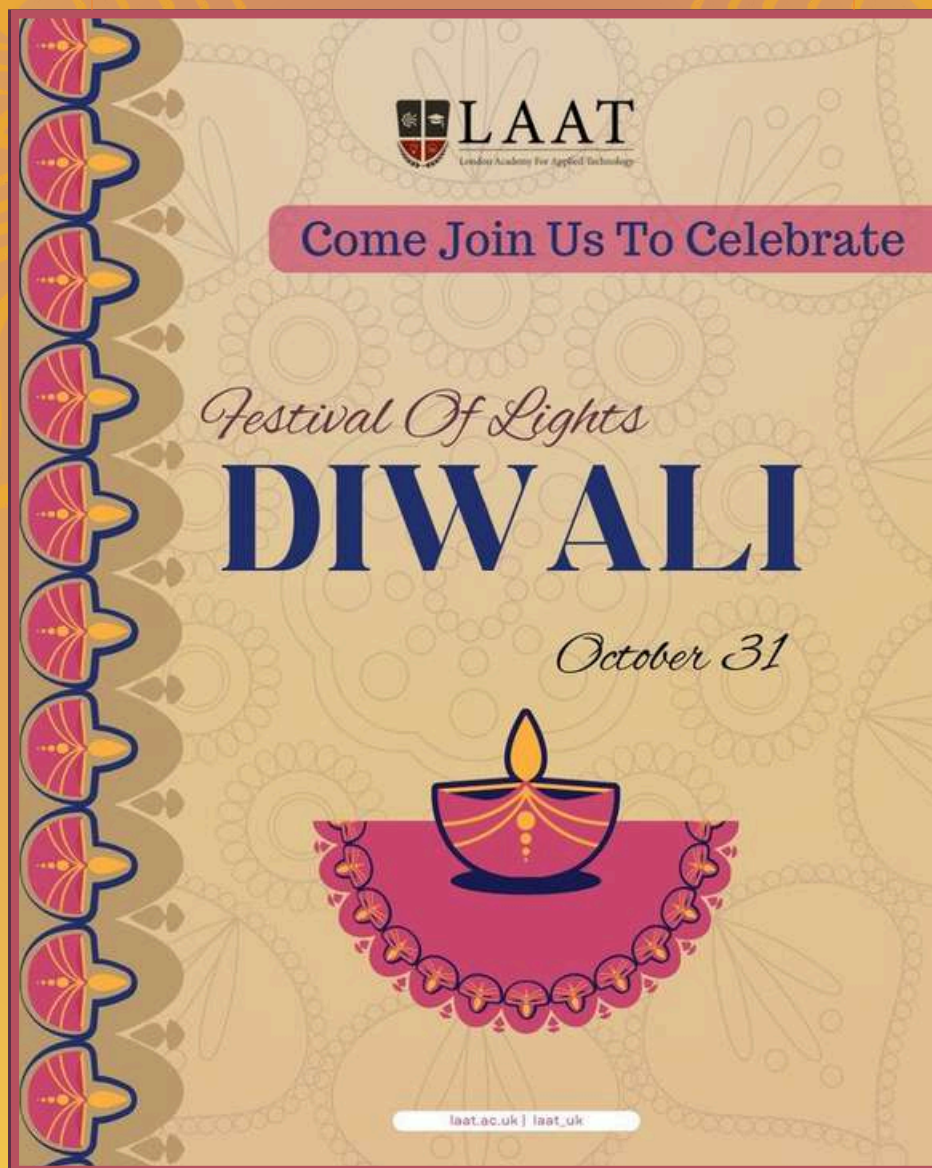
Join us for some spooky fun as we embrace the festive spirit and a bit of creativity. Let's make this Halloween a treat for all!



Events Of the Month - October 2024

This month at LAAT, we're excited to celebrate Diwali, the vibrant Festival of Lights.

Diwali is a time of joy, reflection, and new beginnings, where we come together to celebrate the triumph of light over darkness and good over evil.. Join us in embracing this beautiful tradition with festive activities and shared moments of happiness. Let's light up our workplace with positivity and good cheer!



The poster features the LAAT logo at the top center, with the text "London Academy for applied Technology" below it. A purple banner contains the text "Come Join Us To Celebrate". Below this, the text "Festival Of Lights" is written in a cursive font, followed by "DIWALI" in large, bold, blue capital letters. The date "October 31" is written in a cursive font. At the bottom center, there is a stylized illustration of a lit diya (oil lamp) with a flame, set against a purple background with a decorative border. The entire poster is framed by a decorative border of purple and yellow patterns. At the bottom of the poster, there is a small white box containing the text "laat.ac.uk | laat_uk".

LAAT
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Come Join Us To Celebrate

Festival Of Lights
DIWALI
October 31

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Events Of the Month - October 2024

Breast cancer is the most common cancer in women worldwide, and early detection is key to improving survival rates.



Join Us For

**Breast
Cancer
Awareness
Month**

No One Should
Face Breast Cancer
Alone

We Stand Together in the
Fight Against Breast Cancer

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Pink
October

The poster features a large pink ribbon graphic that curves across the top and right sides. In the center, there is a profile of a woman's face with a pink ribbon wrapped around it. The text is arranged in a clean, modern layout with a mix of bold sans-serif and elegant script fonts. The background is white with pink accents.

This October, LAAT is raising awareness for secondary breast cancer. Join us by wearing it **Pink** in your community, school, or workplace to show support and make a difference!

20 OCTOBER 24



LAAT

London Academy For Applied Technology

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6 WORLD SMILE DAY	7	8	9	10 WORLD MENTAL HEALTH DAY	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 DIWALI WEEK	30	31 HALLOWEEN		

NEWS

UPDATE

Apprenticeship News Centre



Calling all young people, parents, educators and employers!
The Curriculum and Assessment Review is now open and your feedback is needed on what works, what doesn't and any ideas for improvements. The review aims to help refresh the curriculum and assessment system to meet the needs of all young people to prepare them for life and work.

Read more about the review here and respond to the call for evidence:

READ MORE



Topic for action - Level 2 Care Certificate



LAAT are now offering the new Level 2 care certificate. This is government funded programme . There is funding available for this and if required LAAT will support employers to access this. This is an exceptional course to give learners the opportunity to enhance their skills in the workplace with a qualification that is worth the merits. If you are interested, reach out to LAAT with our details provided and we'll give you all the guidance step by step.



Employment Law News



Sexual harassment remains widespread and underreported. The Worker Protection Act 2023, effective from 26 October 2024, introduces a new legal duty for employers to actively prevent sexual harassment, including by third parties such as clients or customers.

Commissioner Joanne Cash explains more about the new legislation: <https://orlo.uk/sVlda>

Exciting News!

2024 Get Ahead Guides Now Available to Support Apprentices and Line Managers! The association of apprentices has published free Get Ahead Guides, designed to support both apprentices and their line managers in their professional journeys. These invaluable resources are now available, offering tailored guidance to enhance the apprenticeship experience and provide crucial support at every step.

'Get Ahead' Guide: For Newly Recruited Apprentices

This 100% free resource is accessible to all, regardless of membership status, ensuring that every apprentice has the support and tools they need to excel.

Key features of the Apprentice Guide include:

- Practical advice and guidance to support your apprenticeship journey
- Insightful case studies showcasing real-world experiences and best practices to support your learning
- Strategic planning tools to help you set and achieve your goals with ongoing support
- Immediate-use tips perfect for new apprentices, providing instant support as you start your journey
- Whether you're just beginning your apprenticeship or looking to take your experience to the next level, this guide is an essential resource to support your professional development.



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/>

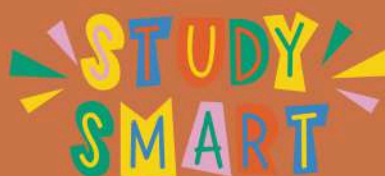
FAQ

The Ofsted Big Listen - Ofsted's Big Listen was a consultation that sought feedback from a variety of people, including those in further education (FE) and skills, on how Ofsted could improve its work. Ofsted has responded to the Big Listen by announcing a number of changes, including:

- o Reforming the inspection framework
- o Introducing report cards tailored to FE and skills
- o Establishing a new academy for training inspectors
- o Phasing out the overall "single word judgment" from inspection reports
- o Focusing on pupil outcomes to drive higher standards
 - o Reducing teacher stress

Read more information here -

<https://www.fenews.co.uk/skills/ofsted-unveils-major-reforms-in-response-to-big-listen-consultation/>





THANK YOU FOR READING



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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Safeguarding - Call LAAT office number on – 07845017051

Best regards,

LAAT