

# THE APPRENTICE UPDATE

AUG/SEPT 2025



## WELCOME TO SEMESTER RICHARD BINNS!

Hi, I am Richard Binns

I have recently joined Semester on the engineering team as an apprenticeship tutor on the engineering, maintenance, compressed air and vacuum apprenticeship standards.

I have an interesting and varied career in engineering and maintenance and in the last fifteen years I have worked in a similar tutoring role and have helped lots of apprentices achieve and succeed. I enjoy helping apprentices learn and develop their knowledge, skills and behaviours they need to achieve their qualifications and standards to kick start or enhance their chosen careers.

I have always enjoyed making, fixing and improving things including boats, vehicles and motorbikes and outside of work I enjoy the great outdoors, sailing, riding bikes and motorbikes. I love travelling and adventures, learning about other cultures and experiencing how other people live and do things.

I enjoy learning and helping others to learn and overcome challenges. I have learnt that everyone is individual, we all have different ideas, experiences and ways of thinking. We all learn differently, I want to help you find ways of learning that works for you and your job role.

I have met many of you all already and look forward to meeting you all and helping you develop and achieve.



KIND REGARDS  
Richard Binns

## APPRENTICE ACHIEVEMENTS



NINA BARNES!



Please join us in celebrating a fantastic achievement by Nina Barnes, who is currently completing the Engineering Fitter Apprenticeship at Prodrive Motorsport Limited.

Nina has dedicated months of hard work to a remarkable project — building a Mustang. This is an incredible accomplishment and a true testament to her skills, determination, and passion for engineering.

Congratulations, Nina, on this brilliant achievement!

KIND REGARDS  
Semester Learning & Development



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## OFF THE JOB HOURS

### What is 'off the job' ?

Remember! Off the job is time spent developing your knowledge, skills or behaviours. This time is spent during your working hours and can include:

- Mandatory External Training Courses
- Completing Assignments
- Moodle e-Learning
- Youtube Learning
- What can I include?**
- Progress Reviews & Catch Up's
- Observing & Shadowing Colleagues
- Apprenticeship Meetings with employer or training provider
- In House Training Days

### Are you remembering to add 'Off the Job' hours?

Make sure you log your 'off the job' hours onto the Learning Journal on your OneFile Portfolio. For more support and guidance in how to add an off the job log, please scan the QR code:



Remember! There is a OneFile app that we recommend you download. This will allow you to log Off the Job reflections each day. Please find this on the app store and play store.

## SAFEGUARDING

Semester Learning and Development are here to support and listen!

If you have non-urgent worries or concerns regarding your safety, or the safety of someone you know please do contact the below email:

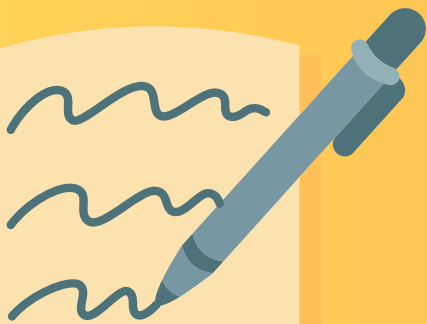
[Safeguarding@semesterlearning.com](mailto:Safeguarding@semesterlearning.com)



Worries and concerns can include the following:

- Working over 40+ hours a week
- Being underpaid
- Working in dangerous conditions
- Living conditions
- Financial worries and difficulties

**For emergencies relating to your safety or someone you know, please contact 999.**



## JOB REPORTS COLLECTING, WRITING & SUBMITTING

Writing a job report as an apprentice is a valuable skill that helps you reflect on what you've learned, track your progress, and demonstrate your development and evidence your competence and knowledge to reach gateway.

### How do I know what to include in a job report?

Please ensure you access the Semester Job Report Template. This template provides you with the following sections which will cover all elements of your knowledge, skills and behaviours:

- Job title
- Health and safety
- Preparation
- Tooling Used
- Materials Used
- Task Description
- Problems Occuring
- Quality Assurance
- Testing
- Cleandown

### What happens once I have written my job report?

Once you have complete each job report, please submit it as evidence, selecting WP (Work Product) as the type of evidence. Once submitted, we can review it and select the appropriate assessment criteria to map it against. Please feel free to add the assessment criteria you believe you have covered during the job and we can review and confirm that and add any other appropriate criteria.

Learner Job Report Sheet	
Name:	Undertaken at:
Job Title:	What is the task called (use for title of WP) and a very brief description of what needs to be done. The actual full task is covered later.
Health and safety:	Where/what are all of the following: fire points, exits, fire procedures, first aid station or box and how to find, working area, barriers, safety man, PPE, H&S at work, etc. Pictures at end please.
Preparation:	What you need to do before undertaking the task like if you need a manual, drawings, etc. to list. Also how you check to make sure these are all up to date.
Tooling used:	We don't need a list of the tools in your box, just the main tools and what you did with them before using them, including any electrical tools and checks to make sure they are fit for use. Don't forget calibration if necessary.
Details of materials used:	Anything that is used to complete the task, new bearings, new screws, new nuts and bolts, metal work, seals.
Task Description:	Full description of the task, from beginning with pictures of you actually doing the job (at least one picture of you doing the job). Put the pictures at the bottom with figure numbers to match to the writing or attach separate. You are on eyes, so short videos of you doing the task will help be greatly (1.5mins max).
Problems occurring:	Did you encounter any problems during the task and if so, how did you get round them/sort them out. Can be anything from broken bolts to the procedure being wrong.
Quality Assurance:	List any quality/conformance checks that you undertook during the task and include any equipment used to carry out these checks. (Tolerances, surface finishes etc.) Include where you put the finished product, and why.
Testing:	How did you check it was working when finished the job?
Clean down:	Note down here what you did on completion of the task including putting away tools and equipment, clearing the area, and the safe disposal of any waste materials from the task.
Documentation:	Detail here any documentation that you had, how it was given to you. How you checked it was current and valid. How documents were completed at the end of or during the task itself. Include a copy of this documentation if possible (this includes any checklists and permits).
Important Notes:	<ul style="list-style-type: none"> <li>Please support the above with any supplementary evidence that you have.</li> <li>This can be copies of job cards, photographs of your task or any other relevant paperwork.</li> <li>Please make sure you have permission to do this.</li> <li>Please DO NOT include 'Company Confidential' material.</li> <li>You may want to 'black out' any sensitive information.</li> </ul>

### What makes a good job report?

A good job report will require you to complete all sections of the job report template you have been provided. Please ensure you are adding evidence within your job reports to showcase your skills. Evidence can include:

- Photos (Please ensure if you are showcasing a skill, you are in full view)
- Videos (Please ensure if you are showcasing a skill, you are in full view)
- Job sheets
- Service sheets
- Risk assessments
- Workplace Policies

For support with your job reports, please contact your tutor via email and they will be there to support you. Alternatively, you can contact the Apprenticeship Coordinator.

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## MONTHLY CHALLENGE



**We are very excited to launch a brand-new feature in our apprentice newsletter...  
The Monthly Challenge!**

Every newsletter, we will set a fun and practical challenge designed to help you build skills, boost confidence, and stay connected with your fellow apprentices. Whether it's about improving communication, learning a new tool, or just taking care of your wellbeing – each challenge is bite-sized and achievable alongside your day-to-day work.

Why join in?

- Develop real-world skills
- Stay motivated
- Connect with other apprentices
- Win bragging rights

Keep an eye out each month for a new challenge – and don't forget to share your progress or reflections with us in your learning Journals.

You might even be featured in the next issue!

**Adventure Day Out: Walking Challenge!**  
Get outside. Get moving. Explore something new.

### What Is the Challenge?

Take part in a 3–10 km walk (or hike) in your local area.

**Choose Your Adventure:**

**Capture & Share:**

Take at least 3 photos of your walk — landmarks, nature, or a group selfie

Add your photos and details of the challenge into your learning journal to be featured in next month's newsletter.

Make sure you add this as 'Weekly Update' and untick the blue box as this does not count as Off the Job.



**You could save hundreds of pounds across various brands with student discount!**

ASOS



TESCO

And Many more!



Jet2holidays

**To apply for the Totum Student discount, visit the website using the QR code:**



# YOUR OPINION MATTERS

In your learning journal, please answer the following question:

**How do you perceive the UK's current approach to handling asylum seekers?**

**Protests leave asylum seekers afraid to exit hotel**



PA MEDIA  
Police have been guarding The Bell Hotel in Epping since demonstrations began

"People advertising illegal Channel crossings online could face up to five years in prison under a new offence the government plans to introduce"

"Figures out last week showed more than 25,000 migrants have arrived in the UK via small boats in 2025 so far, a record for this point in the year"



SKY NEWS, 2025

"Some of the residents have told us how they've been chased by the far-right when they simply went out for a walk or to buy milk"

"It reminded them of the reasons why they've been forced to leave their home countries in the first place."

SKY NEWS, 2025

"Action has been staged at the hotel since a man living there was charged with sexual assault, harassment and inciting a girl to engage in sexual activity. Hadush Kebatu, 41, from Ethiopia, has denied the offences and remains on remand in custody"

**Council votes to urge government to shut asylum hotel**



PA  
Protesters gathered near The Bell Hotel in Epping while the council met

SKY NEWS, 2025



# KEEPING UP WITH BRITAIN



## THE WORLD OF SPORTS



Formula 1

Could Hamilton really retire early after 'useless' run at Ferrari?



ANALYSIS Cricket

Ashes next up for England, so what questions need answering?



With everything happening in the sports world lately — especially the buildup to the 2026 World Cup and the latest transfer moves — which story or development has caught your attention the most?

Euro 2025 winners England to play China at Wembley



England celebrate Euro 2025 triumph with fans in central London  
July 2025



Newcastle or Man Utd? | Where best would suit Sesko?