

THE APPRENTICE UPDATE

OCT/NOV 2025

YOUR APPRENTICESHIP COORDINATOR

Hi Apprentices!

By now, you have all met with me and know that my role is to support you throughout your apprenticeship journey — whether that means guiding you through the program requirements, helping you overcome challenges, or celebrating your successes along the way. I'm passionate about ensuring every apprentice has the tools, encouragement, and opportunities they need to grow in both their career and personal development. I look forward to continuing to get to know each of you, hearing about your goals, and working together to make your apprenticeship experience as rewarding as possible.

I wanted to let you all know that I will be getting married in October and once I return from annual leave, my surname will be changing. I will make sure to send across my new email and name upon my return.

Remember! All of the effort you put in now will open doors you haven't even imagined yet. Keep going, you are doing fantastically!

KIND REGARDS
Leah Brown



APPRENTICE ACHIEVEMENTS

We are thrilled to celebrate the following apprentices for recently, successfully passing their End-Point Assessment!

- Luca Pumilia
- Ella Cormack
- Ashley Lattimer
- Khalid Hussain



LET'S
CELEBRATE
you

This milestone marks the culmination of hard work, dedication, and determination throughout their apprenticeship journey.

All of these apprentices have shown exceptional growth, skill, and professionalism, and we couldn't be prouder of this achievement.

Well done on reaching this important career milestone. Your commitment and perseverance truly inspire us all!

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OFF THE JOB HOURS

What is 'off the job' ?

Remember! Off the job is time spent developing knowledge, skills or behaviours linked to your Apprenticeship Standard. 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?

Industry Specific
Podcasts/Subscriptions

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 use the hotline number or email address below:

01792 278154

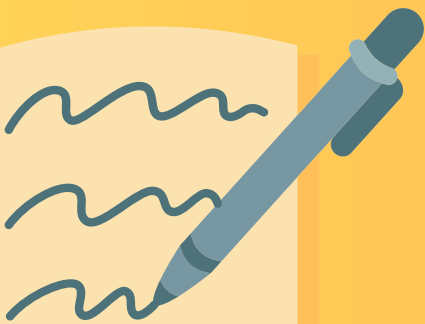
safeguarding@semesterlearning.com



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:	- Please support the above with any supplementary evidence that you have. - This can be copies of job cards, photographs of your task or any other relevant paperwork. - Please make sure you have permission to do this. - Please DO NOT include 'Company Confidential' material. - You may want to 'black out' any sensitive information.

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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8 - WEEKLY 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.

Aim to walk 10,000 steps per day for one week.

BENEFITS OF WALKING 10,000 STEPS PER DAY...

Walking 10,000 steps a day can do wonders for your health!

It helps keep your heart strong, boosts your energy, supports weight management, and keeps your muscles and joints healthy. Plus, it's great for your mind—reducing stress, improving mood, and even helping you sleep better.

Every step counts, so get moving and feel the benefits!



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



And Many
more!



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



KEEPING UP WITH BRITAIN

Relationships, Relationships, Relationships!

By Emma Johnson - October 2025

Everywhere we look at the moment there are new shows on TV claiming to be the next big relationship experiment. We have the golden oldie – Married at First Sight, everyone knows this one and whether you love or hate MAFS you can't get away from the drama all over social media.



We then have - Love is Blind with the amazing Emma and Matt Willis presenting. If you haven't seen this one - participants spend the first ten days of the experiment entering various "pods" – small individual rooms containing a sofa and a shared wall with another pod, through which they talk to – but cannot see their potential matches. If they feel after a series of dates that they have fallen in love with another participant, they can propose marriage and then we watch as the experiment unfolds their relationships in different social situations.

We then have Stranded on Honeymoon Island where the power of love meets the forces of nature. This is the latest addition to claim social experimentation for the benefit of our entertainment. Davina McCall hosts an unlucky in love group of singles who are coupled up after an evening of speed dating and then stranded on a tropical island for three weeks together.



Now, all of these shows are (for me) mind blowing. I love people watching, I am intrigued by human behaviour in these kinds of situations and love the drama that inherently unfolds. But we do question how reliable the experiments are. How much has been scripted to incite drama and how much behaviour is controlled by the subjects' subconscious due to knowing that they are on TV

KEEPING UP WITH BRITAIN

We now know from research that men rely mainly on physical appearance when evaluating a potential date more than women. Women are more likely to assess additional factors such as ambition and financial resources and also a willingness to invest in children – information which could potentially be ascertained through talking with dating partners.



Furthermore, women generally take longer to decide whether or not they are attracted to a potential date which is related to what has been termed “error management theory”. In essence it means that making an error in choosing the wrong person can be more costly to women. This is maybe why, in heterosexual couples, men are more likely than women to declare love first.

Despite the focus currently on romantic love. We must also consider the other relationships in our lives. Parental love, sibling love and we even have different kinds of love that we feel for our friends and pets.

Love can be thought of as an “investment in the well-being of the other for his or her own sake” (Hegi & Bergner, 2010) What does that mean? It means that love is wanting another person to be happy and healthy. This is the characteristic that people most consistently say is central to the idea of love (Hegi & Bergner, 2010).

Think about it: whether it’s a parent dressing their newborn baby, one sibling defending another on the playground, or the feeling you get from sending or receiving a birthday card, all instances of love involve a desire for somebody else to feel good. Often, feeling love translates into an act of love: we do good for someone so that they can be well, even if it doesn’t help us directly.

KEEPING UP WITH BRITAIN

Believe it or not, psychologists only really started studying love as a specific idea in the last 75 years. In addition to realising that love involves feeling good when somebody else is well (Bowlby, 1978), psychologists started to describe different types of love.

While psychologists generally agree that there are a limited number of types of love, everyone has agreed that love manifests in many different ways—perhaps too many to count. For example, love can be why you forgive your partner for always being late, commit to finishing a creative project, dream about getting a promotion so you can afford to take your kids to Disneyland, or feel devastated when your favourite sports team loses. The only shared characteristic of these situations is that you care about something or somebody (your team, your children, your partner, your creative vision) and want it or them to be well.

Research has shown again and again that people who report feeling more love and having more close relationships are happier and healthier than people with less love in their lives (e.g., Chopik, 2017; Kahana et al., 2021). Perhaps the best example of this comes from Harvard researchers who followed a group of men for over 80 years of their lives. The researchers found that warm and loving close relationships, whether with friends, family, or spouses, were among the best predictors of well-being across the entire lifespan (Waldinger & Schulz, 2016; Waldinger et al., 2007).



LEARNING JOURNAL ACTIVITY

This month, take time to consider how you feel about love.

Consider the different types of love you currently have in your life and how these different loves impact on your personal well-being.

- How do you feel when your relationships are struggling?
- How do you feel when these relationships are going well?
- What can you do to nurture your personal relationships and consequently improve your well-being?