



THE APPRENTICE UPDATE

End Point Assessment Achievements

We are proud to celebrate the achievements of our apprentices who have successfully completed their End-Point Assessments (EPA). Their dedication, perseverance, and commitment throughout their apprenticeship journey have resulted in some outstanding achievements, reflecting the hard work they have invested every step of the way.

Congratulations to everyone who earned a Pass, Merit, or Distinction. These accomplishments are a testament not only to their technical expertise and practical skills but also to their professionalism, resilience, adaptability, and determination to succeed. Reaching this stage requires consistent effort, a willingness to learn, and the ability to apply knowledge confidently in the workplace.

Completing an apprenticeship is a significant milestone and marks the beginning of an exciting new chapter in each apprentice's career. Every apprentice should take great pride in this achievement, knowing they have developed valuable skills and gained recognised qualifications that will support their future success.

We would also like to thank our employers, trainers, and assessors for the guidance and encouragement they have provided throughout the apprenticeship journey. Their support has played an important role in helping our apprentices reach this milestone.

Well done to all of our successful apprentices, we look forward to seeing what you achieve next!

Kind Regards,

Semester Learning and Development





Safeguarding – Report a Concern

Semester Learning and Development are here to support and listen.

If you have 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 could relate to:

- Working Hours
- Being underpaid
- Working in dangerous conditions
- Living conditions
- Financial worries and difficulties
- Mental Health worries and concerns
- Concerns relating to radicalisation and extremism.



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

APPRENTICE REMINDERS

OneFile Courses Available



Don't forget to complete the Wider Learning courses available on OneFile.

These short courses are designed to support your personal and social development, safeguarding awareness, and citizenship, helping you build the knowledge and behaviours expected throughout your apprenticeship and future career.

Logging Off-The-Job Hours

You need to log your off-the-job hours in your 'Learning Journal' on OneFile.

Off-the-job hours could include training sessions, workshops, shadowing, online learning, project work, or completing assignments.



Set aside a few minutes each week to update your OTJ hours so your records stay accurate and up to date.

Attending Teaching and Learning



Please remember to check your calendar regularly for your upcoming teaching and learning sessions.

These sessions are an important part of your apprenticeship and are designed to help you develop the knowledge, skills, and behaviours needed to succeed.



LIFE IN MODERN BRITAIN

PREVENT

What is Radicalisation?

Radicalisation is when someone is encouraged or influenced to develop extreme beliefs that can lead to harmful or illegal actions. This can happen to anyone and may take place online, through social media, or by people they know

How can you recognise 'Radicalisation'?

- A colleague has become isolated from friends, family, or colleagues.
- A colleague expressing extreme views or showing intolerance towards others.
- Repeating hateful or divisive messages they have seen online.
- Suddenly changing their behaviour, attitudes, or friendship groups.
- Spending a lot of time accessing extremist content online.
- Becoming secretive about their online activity or who they are communicating with.



Discussion & Task

What are some warning signs that might indicate a colleague or apprentice is becoming vulnerable to radicalisation, and what actions should you take if you have concerns while maintaining professionalism and respect?

BRITISH VALUES

What is a Democracy?

Democracy means that everyone has the right to have their voice heard and to share their opinions. It is about making decisions fairly by listening to different ideas and respecting the views of others.

Democracy in Engineering

As an engineering apprentice, democracy can be seen in the workplace when:

- Everyone has the chance to share ideas and suggestions.
- Team members listen to and respect each other's opinions.
- Decisions are made fairly and for the benefit of the team.
- You feel confident to raise concerns, especially about health and safety.



Democracy helps create a positive workplace where everyone is valued and can contribute to improving the way things are done.

Discussion & Task

How can you contribute to a workplace where everyone's ideas and opinions are valued, while ensuring decisions are made fairly and respectfully?



LIFE IN MODERN BRITAIN

EQUALITY, DIVERSITY & INCLUSION

What is Equality?

Equality means treating people fairly and giving everyone the same opportunities, regardless of their background or protected characteristics.

Equality in Engineering

In the workplace, equality means:

- Treating everyone with respect.
- Giving everyone the same opportunities to learn and progress.
- Making decisions fairly and without discrimination.
- Valuing different skills, ideas, and experiences.
- Challenging unfair behaviour if you see it.



As an engineering apprentice, you can support equality by treating others fairly, working respectfully with your colleagues, and helping to create a positive and inclusive workplace.

Discussion & Task

Why is equality important in the engineering industry, and how can apprentices help ensure everyone is treated fairly and with respect in the workplace?

SAFEGUARDING

Understanding online Safety

As an engineering apprentice, you will use computers, emails, and online systems every day. Staying safe online helps protect you, your colleagues, and your employer.

Remember to:

- Use strong, secure passwords and never share them with others.
- Be careful when opening emails or clicking on links from unknown sources.
- Keep company information private and only share it when authorised.
- Think before posting on social media, as your online activity can reflect on you and your employer.
- Treat others with respect when communicating online.
- Report any suspicious emails, messages, or online activity to your manager or IT team.



Good online safety habits help keep people, information, and businesses safe from cyber threats.

Discussion & Task

What are the biggest online safety risks that you may face in the workplace, and what steps can you take to protect yourself, your colleagues, and your employer's information?