THE APPRENTICE UPDATE

ISSUE 4 - NOV 2026

Welcome to your November newsletter!

As the year draws to a close, take a moment to reflect on your achievements and the progress you've made in your apprenticeship. This month, we're sharing career development tips, LinkedIn advice and opportunities to help you build your skills and plan your next steps.

Keep up the great work, make the most of every opportunity and continue building your future.

Wishing you all a successful November!

Kind regards,

The Apprenticeship Team

Reporting a Safeguarding Concern

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.





Wider Learning Opportunities

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

OneFile short courses have been allocated to you 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.



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.

Evidencing your Knowledge, Skills and Behaviours

- Take photos and videos of work you complete.
- Write job reports using the template provided, add your photos and video's to the job reports.
- Use the job report guidance sheet to support you.
- Complete professional discussions with your tutor.
- Ask your manager and supervisors to write witness statements using the template provided.

Remember: Evidence should show what you can do, what you know and how you work safely.

THE APPRENTICE UPDATE

Are you logging your Off-The-Job hours?

A quick reminder to keep your off-the-job training hours up to date in your learning journal.

Make sure you record your training activities and the time spent developing new knowledge and skills.

Logging your hours regularly helps keep your apprenticeship records accurate and ensures your progress is recorded correctly.



Remember:

Activities must meet the apprenticeship off-the-job training requirements and develop skills, knowledge or behaviours relevant to their apprenticeship.

Apprentices should check with their tutor if unsure.

Career Development Opportunities

As you continue to develop your knowledge, skills and behaviours, gain experience in your role and expand your abilities, it is a good idea to showcase this. One simple way to get started is by creating a LinkedIn profile. Your own online professional profile to showcase your skills, experience and achievements.

Getting started:

- Sign up for a free account at LinkedIn.
- Add a professional photo and headline.
- Include your apprenticeship, qualifications, skills and experience.
- Follow relevant companies and connect with professional contacts.
- Keep your profile updated with new achievements.

Top tip: Start building your profile now to help prepare for your next career step!

For more support creating your profile, speak to your Apprenticeship Coordinator during your next progress review.

Mental Health and Support Services

Your wellbeing matters! Apprenticeships can sometimes feel challenging, so remember to take time for yourself, talk to someone you trust and ask for support when you need it.

You are not expected to have everything figured out.

Whether you are feeling stressed, overwhelmed or simply need someone to talk to, support is available:

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THE APPRENTICE UPDATE

Wider Learning Zone: Understanding British Values

What is Mutual Respect?

Mutual respect means treating everyone with kindness, fairness and consideration, even when opinions or backgrounds differ. Listening, valuing others and behaving professionally helps create a safe, inclusive environment where everyone feels valued.

Mutual Respect in Engineering

Mutual respect in engineering promotes teamwork, communication, and safety. Respecting others' ideas and working professionally helps solve problems, reduce mistakes, and produce high-quality work, creating a positive and safe workplace.

Discussion Opportunity - How can you check whether information you see on social media is accurate before sharing it or acting on it?

Understanding Prevent

Social Media Influence & Echo Chambers

Social media can shape our opinions through echo chambers, where we mainly see views we agree with, limiting different perspectives and spreading misinformation or bias.

Social Media Influence in Engineering

As an engineering apprentice, use social media responsibly by checking facts, protecting confidential information, and maintaining a professional online presence to protect your and your employer's reputation.

Discussion Opportunity - How can you check whether information you see on social media is accurate before sharing it or acting on it?

Understanding Equality, Diversity and Inclusion

Recognising & Challenging Discrimination

Discrimination is unfair treatment based on protected characteristics, such as age, race, sex, disability, or religion. It can include bullying, harassment, exclusion, or unequal treatment.

Challenging Discrimination In Engineering

Engineering workplaces should be inclusive and discrimination-free. Treat everyone fairly, challenge inappropriate behaviour safely, and report concerns. This improves teamwork, wellbeing, and safety.

Discussion Opportunity - What would you do if you witnessed a colleague making discriminatory comments towards another team member?

Safeguarding

What is Gaslighting?

Gaslighting is emotional manipulation that makes someone doubt their memory, feelings, or judgement through denial, blame, or deception.

Gaslighting in Engineering

Gaslighting in engineering can involve dismissing safety concerns or making apprentices doubt themselves. It damages trust and confidence, so concerns should be reported to a manager, mentor, or HR.

Discussion Opportunity - How could gaslighting affect an apprentice's confidence to report a safety concern, and what should they do if they believe they are experiencing this behaviour?