

NEWSLETTER



WELCOME TO OUR SECOND NEWSLETTER!

Welcome to L&F Training's Newsletter, which has been created for the benefit of everyone within the L&F Training Community (learners, staff, employer partnerships etc). We hope you will find the contents of this Newsletter interesting and useful. We welcome comments, articles and ideas for future use. If you would like to contribute and/or provide feedback, please email info@landftraining.com.

Happy Reading!

Editor: Gillian Dewsbury – Business Excellence Manager

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Have ideas for our next Newsletter? Speak with a member of staff or email

info@landftraining.com with your suggestions!

L&F TRAINING BECOMES A LIVING WAGE EMPLOYER!

L&F Training are pleased to announce that we have been accredited as a Living Wage Employer!

What does this mean?

For those who may not be familiar, the Living Wage is an independently calculated hourly rate of pay that is based on what is deemed to be the true cost of living. It is set annually by the Living Wage Foundation, an organisation dedicated to improving the livelihoods of low-wage workers. Because of the higher rate of the cost of living in London, the London Living Wage is higher than the National Living Wage figure. For more details, please see this link to the Living Wage Foundation website: <https://www.livingwage.org.uk/>.

This accreditation is a testament to L&F's commitment to fair and equitable employment practices. By paying our London based employees the London Living Wage, as a minimum, L&F is ensuring that those employees can meet the cost of living in one of the world's most expensive cities. It reflects our belief that every member of our team deserves to earn a wage that provides for a decent standard of living.



COURSE LIST UPDATE

Please find below, an updated list of courses that we are currently delivering as part of our Adult Education Budget (AEB) contract with the Greater London Authority (GLA).

Please note - different Eligibility criteria apply. Eligibility Checks are conducted once an application has been made to the course.

To apply for a course listed below, click [here](#).

For more information about each course, please visit our website: www.landftraining.co.uk

This list is not exhaustive. If you are interested in another course within the Creative, Digital or Health and Social Care Sectors, please reach out to us at fundedqualifications@landftraining.com

Functional Skills

Qualification	Awarding Body	Duration
Functional Skills in English (Entry 2 to Level 2)	City & Guilds	8 weeks
Functional Skills in Maths (Entry 2 to Level 2)	City & Guilds	8 weeks

Essential Digital Skills

Qualification	Awarding Body	Duration
Essential Digital Skills (Entry Level 3)	NCFE	8 weeks
Essential Digital Skills (Level 1)	NCFE	8 weeks

Level 2 Qualifications

Creative

Qualification	Awarding Body	Duration
Certificate in Digital Promotion for Business	NCFE	8-12 weeks

Digital

Qualification	Awarding Body	Duration
Certificate in the Principles of Cyber Security	NCFE	7 weeks
Certificate in Understanding Coding	NCFE	7 weeks



COURSE LIST UPDATE

Level 2 Qualifications (continued)

Health & Social Care		
Qualification	Awarding Body	Duration
Certificate in Awareness of Mental Health Problems	NCFE	6 weeks
Certificate in Preparing to Work in Adult Social Care	NCFE	12 weeks
Certificate in the Principles of Dementia Care	NCFE	7 weeks
Certificate in Understanding Autism	NCFE	6-8 weeks
Certificate in Understanding the Safe Handling of Medication in Health and Social Care	NCFE	6 weeks
Certificate in Working with Individuals with Learning Disabilities	NCFE	7 weeks
Diploma in Adult Care	NCFE	7-9 months

Level 3 Qualifications

Digital		
Qualification	Awarding Body	Duration
Certificate in Coding Practices	NCFE	15 weeks
Certificate in IT User Skills	NCFE	12 weeks

Health & Social Care		
Qualification	Awarding Body	Duration
Certificate in Understanding Autism	NCFE CACHE	18-20 weeks
Certificate in Understanding Mental Health	NCFE CACHE	15-20 weeks
Certificate in Understanding the Principles of Dementia Care	NCFE CACHE	20 weeks
Diploma in Adult Care	NCFE CACHE	9 months



UPCOMING EVENTS

This month, we will be sharing some Stress Management resources as part of Stress Awareness Month. Learners and Staff will receive an email with a range of resources, challenges, tests, journals and guides which could help to de-stress and raise awareness of stress inside and outside of the workplace.

We would be happy for you to share your coping mechanisms on how you identify when you are stressed and what you do to reduce stress in your day-to-day life. If you would like to share your experiences, please email us at info@landftraining.com.

UPCOMING HOLIDAYS

Eid al-Fitr

Eid-al-Fitr is a Muslim holiday that marks the end of the holy month of Ramadan and the beginning of the Shawwal month. It is also known as the "Festival of Breaking Fast". It is a public holiday in India and many countries across West Asia.

History Behind The Holy Day

Out of all the festivals in the Islam community, two major ones are Eid-al-Fitr and Eid-al-Adha. Eid-al-Fitr marks the end of the holy month of Ramadan and is celebrated on the first and second days of Shawwal.

Shawwal is the tenth month of the Islamic lunar calendar. The date according to the Gregorian calendar varies every year since the Islamic calendar depends on the lunar cycle. Muslim tradition believes that the Islamic Prophet Muhammad originally started the festival of Eid-al-Fitr.

Customs and Celebrations

Of Eid-Al-Fitr Eid-al-Fitr is celebrated to express gratitude towards Allah for his blessings. The celebration typically starts with the sighting of the new moon which marks the end of Ramadan and the beginning of Shawwal.

People gather in mosques or open spaces to offer the special Eid prayer that has two units of prayer and a sermon. After the prayer is done, they greet each other and exchange the greeting "Eid Mubarak" which translates to "Happy Eid". They also gather to exchange gifts, and sweets and have a delightful feast with their near and dear ones.

One of the main highlights of Eid-al-Fitr is Zakat-al-Fitr. It is a traditional charity where people donate to the needy before commencing the Eid prayer to help the less fortunate so that they can also celebrate Eid and enjoy. Several parts of the world celebrate Eid-al-Fitr for three days and each day has different traditions and customs.



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CAREERS SPOTLIGHT

LEVEL 2 CERTIFICATE IN THE PRINCIPLES OF CYBER SECURITY

What could your course lead to?

Further Training:

- Level 3 Certificate in Cyber Security Practices
- Level 3 Diploma in IT User Skills

Knowledge Gained upon Completion of this Course:

- Understanding of the need for cyber security and the impact of cyber crime
- Understand cyber security terminology, and the concept of social engineering+
- Understand the key legislation related to cyber security and how to maintain data confidentiality and security
- Understanding of malicious software and the ways in which a system can be infected
- Understand the preventative methods used to maintain cyber security, including the principles of user access control and use of firewalls
- Understand team working and the use of interpersonal skills and communication when working in a cyber security role

Work Opportunities:

By gaining the Level 2 Certificate in in the Principles of Cyber Security, you can open the doors to a range of job roles. Some of these include:

- Systems Analyst - £40k* per annum
- Cyber Security Analyst - £45k* per annum
- Cyber Security Engineer - £50k* per annum

* average salaries for a worker in the United Kingdom (2024). Figures collated from uk.talent.com/salary



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RELIGIOUS FESTIVALS

January 2024 6 - Epiphany
7 - Coptic Orthodox Christmas
13 - Maghi
14 - Orthodox New Year
21 - World Religion Day
24 - Tu Bishvat

February 2024 1 - Imbolc
2 - Candlemas
8 - Lailat al Miraj
10 - Chinese New Year
14 - Ash Wednesday
15 - Parinirvana
26-29 - Intercalary/Ayyam-i-ha

March 2024 11 - Ramadan begins
21 - Nowruz
24 - Palm Sunday
25 - Holi
29 - Good Friday
31 - Easter

April 2024 6 - Laylat al-Qadr
9-12 Eid al-Fitr
21 - Ridvan
22-30 - Passover

May 2024 1 - Beltane
9 - Ascension Day

June 2024 7 - Feast of the Sacred Heart
12-13 - Shavut
14-19 - The Hajj
17-20 - Eid-al-Adha
21 - Litha

July 2024 7 - Hijri New Year
21 - Asalha Puja
24 - Pioneer Day

August 2024 1 - Lughnasadh
13 - Tisha B'av
15 - Assumption of the Blessed Virgin Mary
25 - Arbaeen
26 - Krishna Janmashtami

September 2024 15 - Mawlid al-Nabi
21-29 - Mabon

October 2024 3 - Navratri
3-4 - Rosh Hashanah
12 - Yom Kippur
17-23 - Sukkot
31-November 4 - Diwali

November 2024 1 - All Saints' Day
25 - Day of the Covenant
30 - St Andrew's Feast Day

December 2024 8 - Bodhi Day
25 - Christmas
26-January 1 - Kwanzaa
26-January 2 - Hanukkah

**How Many
Do You
Know?**



HOT TOPICS

April 2024

STRESS AWARENESS MONTH

The theme #LittleByLittle highlights the transformative impact of consistent, small positive actions on over-all wellbeing. For Stress Awareness Month 2024 we, at The Stress Management Society, want to emphasise how even the smallest steps taken each day towards self-care and stress reduction can yield significant improvements in mental health over time.

April 30 Day Challenge

It takes 30 days to turn actions into habits, which is why this is a month-long programme. 'The 30 Day Challenge' encourages you to pick one action each for your Physical, Mental and Emotional Wellbeing to carry out every day. Try and add actions for your social and spiritual wellness too. The 30-day challenge will maximise your chances of turning useful knowledge and techniques into positive behavioural change.

Click [here](#) to try the 30 Day Challenge.



WORLD AUTISM AWARENESS DAY

2nd April 2024

Autistic people face discrimination and barriers across all sectors of society – in the health and social care systems, in education, in employment, and everywhere in between. It is crucial that autistic people, and their families and carers, can access tailored information, guidance and support to overcome those barriers, along with opportunities to explore their interests, develop skills and build friendships for fulfilled lives.

Only
26%

of autistic pupils
feel happy at
school.



Only
29%

of autistic people
are in any form of
employment.



70%

of autistic people
experience mental
health problems.



There are over
150,000

people on the waiting list
for an autism assessment
in the UK.



What can you do to raise awareness?



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MENTAL HEALTH AND WELLBEING

Small Actions To Make Big Changes



CONNECT WITH SOMEONE

Are they okay? · Are you okay? · Check in with your support network · Connect with someone new · A sense of belonging and community can help reduce feelings of loneliness.

PRIORITISE SLEEP

Take small steps to improve your bedtime routine. Wind down before bed by minimizing your screen time · Make your bedroom a 'tech-free' zone · Create a clean and restful sleep environment · Jot down what's on your mind and set it aside for tomorrow · Avoid caffeine after 4pm.



MOVE IN YOUR OWN WAY

Get moving the way you want to. This could be walking, running, yoga, stretches, doing some gardening. Move in a way you'll enjoy, get those endorphins flowing and let off some steam.

SPEND TIME IN NATURE

Take some time out of your day to step outside, get some fresh air and spend time in nature. This could be eating your lunch outside, or taking a short work after work. Simulate your senses and look at the beauty of nature



BREATHE DEEP

Your breath is a powerful tool to help with stress reduction and relaxation. Short, shallow breaths can heighten anxiety so being conscious and taking time to breathe deep helps us shift into a relaxation mode.

PRACTICE MINDFULNESS

Practicing mindfulness allows you to focus on the here and now. It aids self-awareness, helps you practice emotional regulation and control. You can actively practice during a designated mindfulness session or be mindful of your all five of your sense whilst participating in an activity, such as a nature walk.



#LittleByLittle



ACTIVITIES - CHALLENGE YOURSELF

RELIGIOUS FESTIVALS AND DAYS MUSLIM

SIKH HINDU JEWISH BUDDHIST AND

CHRISTIAN

W P Y E I D U L F I T R A H A
T O Y O M R I R L F R V L W M
I Y W U M N A M S E A S A I M
Y Y O R N H A M D W M H Y O P
P H O L I K A D A H A N L C O
Y E F O A A C S W D N M A A O
P B N N O S O M H W A S T U Y
A I R T A R I S A O V N A A F
S L E C E T O D P A A P L E Z
S S O T P C H S L U M H Q W S
O M S A G O O D F R I D A Y M
V A O L F M L S F H B L D A P
E D S P U R I M T M H M A O H
R Y U I W P A U R Z S S R R O
A D I P P O M R S E L U W D O

EASTER

EID-UL-FITR

GOOD FRIDAY

HOLI

HOLIKA DAHAN

LAYLAT AL-QADAR

PASSOVER

PENTECOST

PURIM

RAMA NAVAMI

RAMADAN

YOM HASHOAH



KEY CONTACTS AND POLICIES



IMPORTANT POLICIES

L&F Equality Diversity and Inclusion Policy

L&F Safeguarding and Child Protection Policy

L&F Learner Charter and Discipline Policy

L&F Appeals, Concerns and Complaints Policy and Procedure

L&F Staff Conduct and Discipline Policy

L&F Malpractice Maladministration Plagiarism and Artificial Intelligence Use Policy

L&F Health & Safety Policy

L&F Prevent Risk Assessment for Further Education

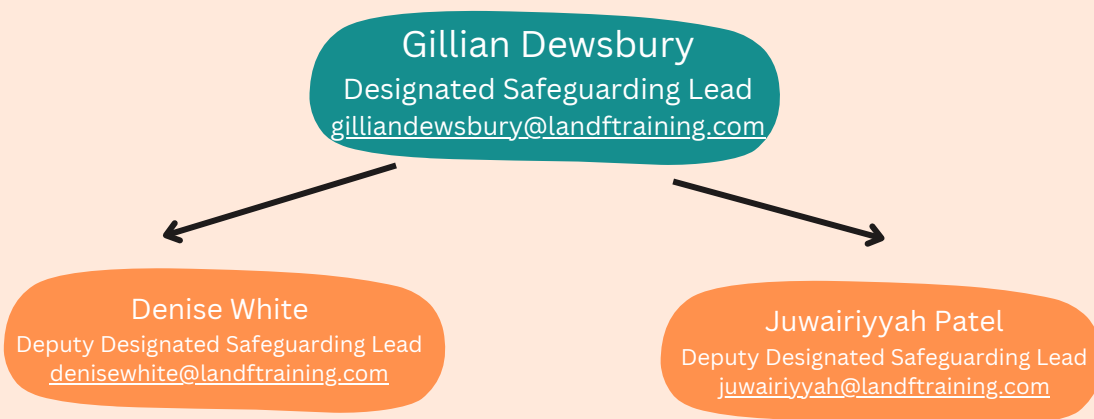


SAFEGUARDING

Safeguarding is the appropriate action taken to protect young people or adults, who are suffering, or at risk of suffering harm or abuse, including: Radicalisation; Physical; Neglect; Emotional and Sexual harm and abuse (including sexual abuse and harassment).

L&F Training believes in identifying and working with those who are vulnerable and therefore more at risk of harm and abuse. We therefore encourage everyone to raise a concern, whenever they recognise that a fellow learner, colleague, or they themselves, are potentially vulnerable (e.g. due to a bereavement or family or financial difficulties); so that we can arrange to provide support as appropriate and thereby help you/the individual avoid becoming a victim of abuse or harm.

L&F Training Safeguarding contacts:



To raise a concern:

- If you are a Learner or an employer please contact/speak with your TLM who will raise a concern to the Designated Safeguarding Lead (DSL) on your behalf. Alternatively you can contact the DSL (Gillian Dewsbury) direct by emailing staysafe@landftraining.com or phoning [07736 023359](tel:07736023359).
- For staff, please complete and submit the report form. If you wish to discuss before doing so, please phone Gillian, or if she is unavailable, Denise or Juwairiyah.

What happens next?

- The Designated Safeguarding Lead or a Deputy DSL will review the concern report raised and all the details provided and will then contact you to discuss (if it is appropriate to do so) and offer advice and support and take forward any actions needed, as required.

