

NEWSLETTER

WELCOME TO OUR FIRST 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 learners@landftraining.com.

Happy Reading!

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JOBS AND SKILLS FOR LONDONERS PROJECT - GREATER LONDON AUTHORITY

L&F Training are pleased to be in a position to focus our training delivery efforts on the Jobs and Skills for Londoners Project.

In January 2022, the Mayor published his Skills Roadmap for London. The Roadmap set out how the Mayor planned to ensure London's skills offer (funding from Government delegated to the GLA to assist the development of jobs and skills for Londoners) better served London's communities and economies.

The Skills Roadmap included 3 'pillars': Locally relevant; Making an Impact and Accessible (see below for details)

- **locally relevant** means developing a more integrated skills and employment system, meeting the needs of businesses and employers, and fostering learning that supports progression
- **making an impact** means measuring the social and economic impact of adult education and focusing on evaluation and best practice
- **accessible** means raising awareness of London's skills and learning offer, supporting adult education providers as Anchor Institutions in their communities, and investing in physical and digital learning spaces.

The Jobs and Skills for Londoners Fund supports the delivery of each pillar of the Skills Roadmap for London. Through this fund, the GLA awarded grants to London-based providers for the delivery of GLA-funded Adult Education Budget (AEB) and Free Courses for Jobs (FCFJ) training provision. The funding is to be used to help Londoners gain relevant skills, retrain, and move into "good work" in sectors key to London's economy.



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

Throughout the Academic Year, L&F Training will be sharing links with staff and (via Tutors) with learners, to free resources/courses on important subjects (e.g. How to stay safe when you are online/using the internet; British Values and Equality, Diversity & Inclusion). We encourage you all to utilise these resources and to talk about them with your colleagues, tutors and fellow learners; to expand and embed your knowledge of these important subjects.

We will also be seeking out and sharing additional learning opportunities, that are specific to the sectors in which you are learning with L&F Training or are aiming to work following your learning programme with L&F. We hope these will enhance your learner experience with L&F and assist you to move forward into a 'Good Work' placement following completion of your learner programme with L&F.

LEARNER OF THE MONTH



We are pleased to announce **Indu Malla Thakuri** as Learner of the Month!

At the beginning of her course, Indu struggled in some areas of her workbooks. After attending a progress review with her tutor, she diligently followed the guidance and recommendations. She has taken on board the importance of providing elaborative descriptions and incorporating real-life scenarios into her responses.

Furthermore, Indu has successfully passed her first workbook and is currently working on her second workbook. She has been attentive to her tutor's instructions and has actively utilised resources such as Grammarly and Harvard Reference Style to improve the quality of her work.

Sharmin, Indu's Tutor, has said: *"I am delighted to see her commitments to enhancing her skills and knowledge."*

Well Done Indu!

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CAREERS SPOTLIGHT

LEVEL 2 CERTIFICATE IN PREPARING TO WORK IN ADULT SOCIAL CARE

What could your course lead to?

Further Training:

- Level 2 Diploma in Care
- Level 3 Diploma in Care
- Level 2 Care Certificate at Level 2

Specialised Topics within Health & Social Care:

- Level 2 Certificate in Awareness of Mental Health Problems
- Level 2 Certificate in the Principles of Dementia Care
- Level 2 Certificate in Understanding Autism
- Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care
- Level 2 Certificate in Working with Individuals with Learning Disabilities

Work Opportunities:

By gaining the Level 2 Certificate in Preparing to Work in Adult Social Care, you can open the doors to a range of job roles. Some of these include:

- Senior Healthcare Assistant - £22k* per annum
- Residential Support Worker - £23k* per annum
- Care Worker - £23k* per annum
- Healthcare Assistant - £21k* per annum
- Caregiver - £24k* per annum
- Social Worker - £39k* per annum

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

There were a total of 250,000 job posts within the Adult Social Care sector in the 2022/23 year just in London.

This includes local authorities, the independent sector, posts working for direct payments recipients and those working in the NHS.

DID YOU KNOW?



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IAG HIGHLIGHT

WHAT IS IAG AND WHY DO L&F TRAINING SET IT AS A PRIORITY?

IAG stands for Information, Advice and Guidance. L&F Training believe good IAG is crucial for learners and staff, to enable them to make informed decisions about their future career and learning options. For this reason, every review you have with your tutor or, if you work for L&F Training, every review you have with your manager, will include an IAG discussion. This will involve talking about your strengths and weaknesses in relation to work-related skills; your ideas on what skills you would like to develop and/or your thoughts and goals in relation to your career and progression in the workplace.

So what do those words, Information, Advice and Guidance really mean? Please see below an extract from the L&F Training IAG Policy which contains the definition of these words and others:

Information is data/fact provision that is timely and accurate in nature, provided in a context to enhance understanding. It can be conveyed through different mediums including face-to-face contact — individual, in groups or classes — written or printed materials, telephone helplines, ICT software, websites and so on. This can include:

- Information Leaflets
- Guides and Knowledge handbooks pertinent to the course in which the learner is interested
- Funding eligibility details
- Contracts / service level agreements
- Learner learning agreements
- Procedures

Advice is a recommendation about the options available to an individual, which are not always based on fact, but on the experience and knowledge of the Advisor. Because it is not always, therefore, based on true/accurate information it can be incorrect or misguided. Examples of advice include:

- Assisting in someone's comprehension of and interpretation of information
- providing information and answers to questions
- clarifying misunderstandings
- advising on options or how to go about a given course of action

Guidance is a way of leading and providing direction to someone and is usually carried out over a longer period of time (i.e. more than one IAG session). Guidance is normally provided by an advisor experienced in their field of expertise; providing an individual with advice on that subject. It is important for an advisor to understand the limits of their own knowledge and competence and when to refer a learner to other colleagues or agencies. Examples of Guidance include:

- A careers advisor working with an individual who is unclear about the various options open to them and unsure of what career they wish to pursue.
- The advisor using experience and knowledge to direct someone on the right path
- Helping the learner confront barriers to understanding, learning and progression
- The advisor empowering the learner to resolve issues and conflicts and to support them to develop new perspectives and solutions to problems and be able to better manage their lives and achieve their potential.

The advisor working with a learner to Identify individual needs and provide signposting or referring those who may need more in-depth guidance and support.



HOT TOPICS

8th March 2024

INTERNATIONAL WOMEN'S DAY

To inspire inclusion means to celebrate diversity and empowerment on International Women's Day 2024 and beyond.

International Women's Day (IWD) is a global celebration of the social, economic, cultural, and political achievements of women. Each year, this day serves as a powerful reminder of the progress made towards gender equality and highlights the work that still needs to be done.

In 2024, the campaign theme Inspire Inclusion emphasises the importance of diversity and empowerment in all aspects of society.

This year's campaign theme underscores the crucial role of inclusion in achieving gender equality. It calls for action to break down barriers, challenge stereotypes, and create environments where all women are valued and respected. Inspire Inclusion encourages everyone to recognize the unique perspectives and contributions of women from all walks of life, including those from marginalised communities.

For more details on this year's campaign, click [here](#).



21st March 2024

INTERNATIONAL DAY FOR THE ELIMINATION OF RACIAL DISCRIMINATION

“While important advancements have been achieved in many areas, societies are still plagued by discrimination, racism and inequalities. None of the multifaceted and complex challenges of our times can be tackled effectively without inclusion. This is the resounding message of Agenda 2030 and its pledge to “Leave no one behind”.

The world is more and more interconnected but it does not mean that individuals and societies really live together – as reveal the exclusions suffered by millions of poor, women, youth, migrants and disenfranchised minorities.

In our turbulent international globalized landscape, a central message must be heralded: peace is more than the absence of war, it is living together with our differences – of sex, race, language, religion or culture – while furthering universal respect for justice and human rights on which such coexistence depends. Peace is a choice to be made on each situation, an everyday life decision to engage in sincere dialogue with other individuals and communities.’ For more details please take a look at the Unesco website: <https://www.unesco.org/en/no-racism-no-discrimination> and International Day for the Elimination of Racial Discrimination | UNESCO

As part of our commitment to British Values, L&F Training supports this important day.



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MENTAL HEALTH AND WELLBEING

2023 STATISTICS



1.87 million people were in contact with mental health services, at the end of December

The majority of these (1,206,919) were in contact with adult services



452,725 people were in contact with children and young people's mental health services, at the end of December



270,268 people were in contact with learning disabilities and autism services, at the end of December



380,993 new referrals were received, and 1.77 million care contacts were attended, during December



22,250 people were subject to the Mental Health Act, including 16,776 people detained in hospital, at the end of December

LINKS TO WELLBEING RESOURCES

To look after our mental health; it is really important to look towards our personal wellbeing. We can achieve this through exercise, diet, sleep and activities that bring a sense of enjoyment.

Click on the Text in Each Brushstroke for Mental Health and Wellbeing Resources.

[How to Improve your Mental Wellbeing.](#)

[Mental Health Downloadable Resources](#)

[Mental Health Stress Bucket](#)

[5 Steps to Mental Wellbeing.](#)



ACTIVITIES - CHALLENGE YOURSELF

Word Search - L&F and this Newsletter



BOOK

BRITISH VALUES

DISCRIMINATION

DIVERSITY

HOT TOPICS

LEARNING CURVE

MISSION STATEMENT

ONLINE SAFETY

POLICIES

PROTECT

SAFEGUARDING

SMART ASSESSOR

VALUES

VISION



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

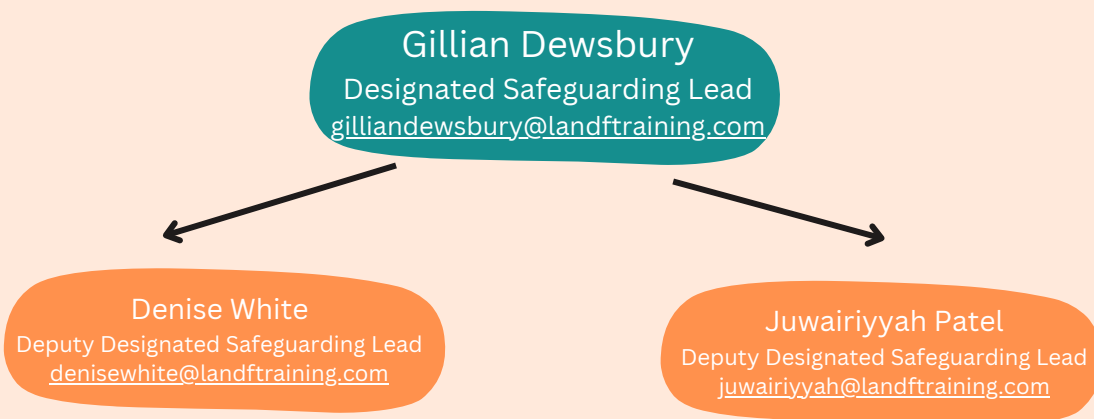


SAFEGUARDING

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.

