

Issue 2

AUTUMN ISSUE - October

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The buzz is back! Or should that be filing, sawing, drilling....

Engineering Apprentices from local employers commenced their practical workshop training on 28 September, as scheduled, in the revamped workshop at SETA, giving it a buzz once again. For some this is a return after their training was cut short due to the Covid-19 lockdown back in March, and for others it is a brand new start to their engineering career.

The time that the doors were closed to apprentices was used to reconfigure the workshops and classrooms to ensure that social distancing measures are adhered to as part of the new operational procedures.

All apprentices and visitors to the centre can now expect to have their temperature taken on arrival, declare any symptoms they have and must wear a face covering. These measures go some way in helping to minimise the spread of the virus.

Pete Hurlstone, Quality & Compliance Manager said, "Staff have worked tirelessly to



get the centre ready for the return of the apprentices and ensuring that we opened our doors again as a Covid-19 compliant organisation."

He continued "Commercial learners were able to come back to SETA in the dedicated classrooms and assessment areas earlier in the year. The rest of the workshop and classrooms have now been revamped.

May the buzz (and filing, sawing and drilling) continue!

New apprentice start dates:

- 26 October
- 23 November

[Read the full article on our website](#)

Government apprenticeship cash boost for employers

The Chancellors' 'Plan for Jobs' introduced a range of incentives for employers to support jobs by focussing on skills and young people. With 50 years' experience in delivering engineering apprenticeships, SETA is supporting employers to understand the range of incentives available and how they can assist their organisation.

SETA wants to make sure that

local employers benefit from the new government financial incentives available to all employers to invest in their workforce with apprenticeship programmes.

Tim Stedman, Managing Director, of Four-Tees Engineers Limited, an engineering company based in Segensworth, Fareham, said "Apprenticeships enable you to develop people in a way



Jakub receiving the Welding Practical Skills Award in 2019 presented by Royston Smith, MP for Itchen.

that promotes the specific skills required by your business and industry. We took on a Metal Fabrication Apprentice a couple of years ago, and he is turning out to be a very good addition

to our team. We have invested in the future of our business even further by recruiting another apprentice this autumn as well. The Government Incentives will help towards the costs involved with taking on a new employee."

[Read the full article on our website](#)

The employers guide to the incentives can be found on pg2

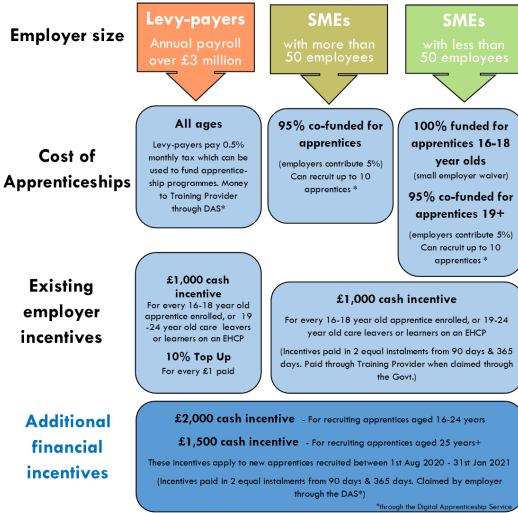
Navigate your way through the apprenticeship incentives



Employer guide to apprenticeship incentives

The Chancellors' Plan for Jobs¹ introduced a range of incentives for employers to support jobs by focusing on skills and young people. This chart should help you understand what it would mean to you as an employer when thinking about taking on an apprentice.

With 50 years' experience in delivering engineering apprenticeships, The Southampton Engineering Training Association (SETA) is supporting employers to understand the range of incentives available and how they can assist your organisation.



Get in touch to discuss apprenticeships, incentives and support available
nallum@seta-training.co.uk 023 8180 0746 www.setatraining.co.uk

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Available as a PDF —click the image

Employer Support for Apprenticeships

Nick Hinks, Business Development Manager, will help you navigate your way through the incentives available to employers when providing support through the recruitment stage of taking on an apprentice.



Keith Warwick, Apprenticeship Services Manager, is here to assist in the selection of the apprenticeship standard to ensure the best fit with an employers business and the job role of the apprentice.



Nikita Allum, Government Funding & Contracts Management, is responsible for arranging and organising the necessary paperwork, contracts and funding for the duration of each apprenticeship ensuring everyone is compliant with the Government funding rules and regulations.



Looking after your mental health & well being

Our day-to-day lives have been turned upside down with the Covid-19 pandemic. It's really important to remember these changes will not be forever.

Having good mental health helps us relax more, achieve more and enjoy our lives more. The Bupa UK Foundation suggest the 3 building blocks of **Physiology**, **Choices** & **Mind-set**. If you do something in each of the 3 building blocks it will help provide a balanced framework to protect you when life can get more demanding:

Physiology

- **Exercise**—stimulates the brain
- **Downtime**—make sure you wind down & switch off
- **Sleep**—try to get between 6-8 hrs sleep
- **Keep alcohol consumption low**
- **Social time**—connect with people who make you feel good
- **Relationships**—make time for each other

Making considered Choices

If working from home:

- Have a structure to your day
Be clear about what you want to achieve, have a focus & prioritise
- Connect with colleagues, family & friends to avoid feeling isolated
- Make a plan for the week & stick to it

It's all in your Mind-set

- The degree to which you feel in control of your life even though you can't stay in control of circumstances is down to mind-set and how you respond to circumstances.
- Don't let lack of control about the virus lead you to a mind-set of helplessness about other things.
- How empowered do you feel to make life work for you?
- Imagine the future, think ahead to things that will make you smile

Pastoral Support for Learners

Pastoral Support is a service that gives help and support to students as well as providing information, advice and guidance. SETA always works in close partnership with students, instructors, parents/carers and other specialist agencies where required.

Trained in mental health, a first aider and a member of the safeguarding team, **Tracy Simper** is here to help and support learners throughout their apprenticeship training.

Typically the subjects Tracy can help with include:



- Unplanned absence
- Timekeeping & signing in/out
- Employer Visits
- Personal Issues
- Feeling unwell
- Planned absence
- Student Reports
- Timetable
- First Aid
- Worries about Covid-19
- Struggling with Mental Health

SETA's 4 P SAFEGUARDING STRATEGY

PURSUE

We will work together to progress enforcement actions to disrupt perpetrators of exploitation and violence

PREVENT

We will build resilience amongst the young people to prevent vulnerabilities from escalating into exploitation

PROTECT

We will protect young people and the wider community from the harms of exploitation, violence and abuse and provide individualised support based on in-depth need assessments

PREPARE

We will identify young people at risk of child sexual exploitation, criminal exploitation and or/radicalisation and divert them from harmful situations

SAFEGUARDING at SETA

It is SETAs duty to protect and promote the welfare of our students. In all situations, SETA will endeavour to ensure our students are safe, cared for, and treated properly - be it at home, at SETA, or in the workplace.

We must accept that abuse exists. It is our duty as a training provider to be watchful for signs of abuse, neglect and maltreatment. When working or training on SETA premises the responsibility extends to all of us.

Abuse is not as simple as someone being hit - it can be anything from emotional abuse, neglect, sexual abuse, faltering growth or failing to thrive, and many other forms of bullying and harassment.

Some signs and behaviours to look out for:

- Alcohol/Drug abuse
- Physical symptoms
- Depression
- Insomnia
- Behaviour problems
- Social withdrawal
- Eating disorders
- Attention / Concentration problems
- Panic attacks
- Stealing
- Anxiety

If anyone discloses anything to you, tells you something concerning or portrays worrying behaviour, then contact the Safeguarding Team.

It's a WRAP!

PREVENT and safeguarding training takes place at SETA for the start of the new term.

Alamgir Sheriyar, otherwise known as Sheri - the HE/FE Regional Prevent Co-ordinator for the South East, put staff, apprentices and members from the Board of Trustees at SETA through their paces when they attended one of several WRAP workshop sessions on Safeguarding and Prevent.



Apprentices attending a socially distanced session on PREVENT & safeguarding delivered by Sheri, HE/FE Regional Prevent Co-

WRAP stands for **Workshop on Raising Awareness of Prevent**. The sessions were a 'safe' environment where those attending were able to speak freely and ask any questions. Everyone found their session incredibly useful and thought provoking, with some challenging topics being discussed.

EMPLOYER SESSION

SETA is planning to hold a PREVENT & Safeguarding session specifically for employers in the near future. If you would like to register your interest please contact Tracy Simper as places are limited due to social distancing measures.

Please e-mail

tsimper@seta-training.co.uk

What is PREVENT?

PREVENT is part of the Government's counter-terrorism strategy. It aims to stop the radicalisation of vulnerable young people and adults before it happens, preventing them from being manipulated and coerced into extremist ideologies.

Just like safeguarding, our commitment to PREVENT extends to you when you are working or training at SETA.

Terrorism and extremism come in many forms. Some groups that may aim to radicalise vulnerable young people and adults include:

- International related extremism
- Irish Republican Army
- Animal Rights
- Neo-Nazi and other far right groups
- Any group violently opposed to British Values/Society

If you have suspicions about anyone being radicalised, please inform our safeguarding team immediately

PREVENT is not about accusing anyone, but rather protecting vulnerable young people and adults.

How does PREVENT relate to British Values?

Training providers have been required to promote British Values since 2014, and this will continue to be part of the response to the Prevent strategy.

British Values include:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of different faith & beliefs

The Safeguarding Team can be contacted confidentially via mobile or e-mail:

- **Mike Driscoll** (Safeguarding Lead)
- **Tracy Simper**
- **Lily Lavall**

07594 299517

safeguarding@seta-training.co.uk

ALWAYS HAVE THE END IN MIND!

STUDY

Each of the **apprenticeship standards** has **specific criteria to meet**. These will be accompanied by an individual assessment plan. They can be found on the [Institute for Apprenticeships](https://www.institute-for-apprenticeships.org.uk/) website by searching for the apprenticeship standard. They will detail the specific **Knowledge, Skills and Behaviours** that must be achieved throughout the duration of the apprenticeship.

GATEWAY

GATEWAY is a DECLARATION

By assessor, employer & apprentice that ready for a final assessment of their knowledge & practical skills capabilities & behaviours to progress to EPA. Each apprentice **must** have:

- 20% of hrs as OTJ
 - English & Maths
 - Portfolio of Evidence* ready
 - Any mandatory qualifications in the Standard
- *see checklist below*

EPA

END POINT ASSESSMENT is the series of FINAL TESTS

Undertaken by an Independent EPAO, **NOT SETA**, and is carried out by an independent assessment organisation that **MUST** be on the Government Register of End Point Assessment Organisations (**RoEPAO**). EPA will test the depth of skills, knowledge and behaviours gained over the entirety of the apprenticeship by observing practical skills, verifying competence, externally validating the ability of the apprentice to work in the chosen industry and confirm the apprentice is qualified and job ready.

FINISH

EPA consists of mix of the following (the requirements for each standard differ, so you **must** refer to the appropriate assessment plan):

- 1 Online Exam
- 2 Observation of practical tasks
- 3 a 4 week project
- 4 Scenario case study
- 5 Technical Interview/Professional Discussion supported by Portfolio evidence

***What is a Portfolio of Evidence? checklist**

- A collection of evidence selected from the NVQ, Logbooks, BTEC etc
- Showcasing the best bits, demonstrating the highest quality of work
- Should cover ALL the Knowledge, Skills & Behaviours for the Technical discussion

TOP TIPS

- Log everything that the apprentice does—keep good records.
- Employers need to research the EPAOs early.
- Planning & organisation is the key!

End Point Assessment Support



SETA has a dedicated End Point Assessment Co-ordinator. **Lily Lavall** has been in the busy role for just over a year now and is key to the smooth running of the end point assessments.

She is responsible for liaising with the End Point Assessment Organisations and employers, arranging the contracts between all the parties for their apprentice EPAs.

Her role involves working closely with SETA's Assessor Team attending site visits to employers and apprentices to make sure that everyone knows what is involved in the EPA.

She co-ordinates all the EPA elements including running the online exams.

If doing EPA stuff wasn't enough, she can be found as part of the Safeguarding Team in centre too!

What are customers say....

“Doing something a different way can sometimes be a bit daunting, especially when you're the first to try it out. I think we were a little bit nervous about how the changes to the EPA process would affect us, but Lily worked tirelessly to help us understand what was happening and why. We worked collaboratively together to understand what ExxonMobil Fawley and the eight apprentices in our cohort needed to do in order to successfully complete the EPA process. I would like to thank Lily for her determination, professionalism, and perseverance. She really helped us to navigate the changes and, with her help, our apprentices are now looking forward to embarking on the next stage of their development. Thanks Lily!”

Ben Andrew, Apprentice Field Supervisor, ExxonMobil Fawley

Funding support pledge for young people & local businesses from ExxonMobil Fawley

ExxonMobil Fawley has pledged £85,000 of its apprenticeship levy funding to support young people and small enterprises across the Solent area by joining the ever-growing Transfer to Transform initiative led the Solent Apprenticeship Hub.

The initiative encourages large employers to make a pledge using their levy funds to cover the costs of new apprenticeship training for smaller businesses. This support is more crucial than ever following the COVID-19 pandemic, with the campaign hoping to bring a major boost to apprenticeship activity across the region.

Southampton City Council is the lead partner for the Solent Apprenticeship Hub. Councillor Darren Paffey, Cabinet Member for Children and Learning, said: "Through Transfer to Transform we expect to see a much-needed boost to apprenticeship provision across the region,

and this will strengthen the 'bounce back' of our businesses after lockdown. It makes absolute sense to ensure that apprenticeship levy funds go straight to building up our local businesses and apprentices. I commend every employer that has supported the campaign to date."

Beth Varndell, ExxonMobil Fawley Training Manager said: "ExxonMobil Fawley is thrilled to be able to support the Solent Apprenticeship Hub with the Transfer to Transform Scheme. We very much hope that our pledge will help put young people on the ladder to a successful career by offering them the opportunity to begin a brand-new apprenticeship.

"In addition, we are delighted that Transfer to Transform will give much-needed support to local businesses and educational providers such as Southampton Engineering Training Association (SETA),



ExxonMobil



Transfer to Transform



and Brockenhurst College, which we hope will deliver some of these new apprenticeship opportunities. I look forward to seeing how the funding is implemented and the benefits it brings for people and companies."

To read the full story visit our [News Page](#).

To find out more about Transfer to Transform, go to solentapprenticeshiphub.com/transfer-to-transform.

Marathon Man



Paul Roberts, Lead Mechanical Instructor at SETA and keen runner, certainly likes a marathon!

Paul used his time during Lockdown to finally complete the work needed to successfully achieve a 2:2 for his BA (Hons) degree in Humanities (Art History & History) through the Open University after starting the p/t modular course seven years ago, shoe horning it around work & home commitments. He is currently booked to do the Southampton half marathon next April.

Skydive off the bucket list!

Jumping out of an aeroplane strapped to a stranger may not be everyone's idea of fun, but Steve Paynter, Learning Programmes Manager at SETA, did just that!

From a height of 15,000 feet Steve helped fulfil a dream on his sons bucket list as they took to the air over Old Sarum. It was an amazing experience and one he would definitely love to repeat.



Dates for your diary

| | |
|-----------------------|--|
| Date TBC | PREVENT & Safeguarding Session for Employers |
| Date TBC | Virtual Awards Ceremony |
| w/c 26 Oct | NO HNC or BTEC this week |
| 26 Oct | New apprentice intake |
| 23 Nov | New apprentice intake |
| 19 Dec - 1 Jan '21 | *Winter break for apprentices |
| 4 Jan | Start of new Term |
| 18 Jan | SETA AGM |
| 15 - 19 Feb | *Half Term Break for apprentices |
| 12 - 16 Apr | *Spring Break for apprentices |

* The centre will be closed to apprentices during these times

COMMERCIAL COURSES

AUTUMN ISSUE - October 2020

Certain class sizes reduced due to Covid-19. Cancellations may be available please contact us

ELECTRICAL

City & Guilds 2391

(Inspection & Testing)

23-27 Nov - Training **Full**

30 Nov - Practical Assessment

1 Dec - Theory Exam

11-15 Jan - Training **Full**

18 Jan - Practical Assessment

19 Jan - Theory Exam

20-22 & 25-26 Jan - Training **Full**

27 Jan - Practical Assessment

28 Jan - Theory Exam

12-16 Apr - Training

19 Apr - Practical Assessment

20 Apr - Theory Exam

City & Guilds 2382-18 (18th Edition)

16-18 Nov **Full**

8-10 Feb **Full**

24-26 Mar

12-14 May

City & Guilds 2377-22 (PAT Testing)

22-24 Feb (25 Feb PAT Mmt 2377-32)

17-19 May (20 May PAT Mmt 2377-32)

Mechanical to Electrical Cross-Skilling

15-19 Mar

City & Guilds 2396-01

(Design of Electrical Installations)

16-20 Nov **Full**

23-27 Nov

3 Dec - Evening Exam for both courses

AM2/AM2s Preparation Course

1 day classroom &

1 day (optional) workshop

AM2/AM2s Assessment

These are run weekly

please contact us to book.

NOW BOOKING MARCH 2021

HEALTH & SAFETY

CCNSG (2 day)

5-6 Nov **Full** 18-19 Feb

10-11 Dec 2-30 Mar

17-18 Dec

25-26 Jan

CCNSG Renewal

29 Oct 25 Feb

11 Nov 31 Mar

9 Dec

27 Jan

Abrasive Wheel Setters

Dates coming soon

WELDING

We will be relaunching this service later in the year offering:

- Welder Qualifications
- Oxy-acetylene
- Oxy-fuel gas cutting / gouging / heating
- Brazing, Silver Soldering
- MMA ■ MIG
- MAG ■ TIG

PIPEFITTING &

FLANGE INTEGRITY

training available on request

BESPOKE TRAINING

Bespoke courses on request. Contact us with your requirements.

COMPEX

CompEx Foundation

9-10 Nov **Full**

CompEx Ex01-Ex04

2-6 Nov **Full**

14-18 Dec **Full**

18-22 Jan

22-26 Feb

15-19 Mar

Compex Refresher Ex01-Ex04

7-9 Dec

15-17 Feb

CompEx Dust Ex05-Ex06

26-29 Oct **Full**

22-25 Mar

CompEx Mechanical Ex11

9-11 Nov **Full**

16-18 Nov **Full**

23-25 Nov **Full**

14-16 Dec **Full**

11-13 Jan

CompEx EX14

23-26 Nov **Full**

8-11 Mar

COMING SOON

- CompEx Design EX12
- ECITB MJ10 Mechanical Joint Integrity Hand Torque Bolted Connection Techniques
- Electric Vehicle Charging
- Computer Aided Design (CAD)
- Electrical to Mechanical Cross-Skilling