



"Putting people first"

ISIS Interactive

The newsletter of ISIS Training
Volume 1, Issue 1
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Every Learner Matters

- Be Healthy
- Stay Safe
- Make a positive contribution
- Achieve Economic well-being
- Enjoy and achieve through learning

In this Edition

- New legal sector Apprenticeships now available.
- ISIS reach finals of Lincs Business Awards
- ISIS Achieve technology exemplar status for 2nd year
- Join the ISIS Quality Forum
- Have your say on low pay

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**At ISIS Training
Every Learner Matters!!**



ISIS Interactive re-launched

Welcome to the revamped edition of ISIS Interactive, the electronic newsletter of ISIS Training. The aim of the newsletter is to keep all our learners, employers and customers up to date with everything that goes on in ISIS Training and to deliver useful, well informed articles that are relevant to the qualifications we are delivering. The new look edition features an automated contents list, so if you see an article you are particularly interested in, just click on the link.

"Every child Matters"

The launch of the new ISIS Interactive coincides with all education establishments promoting the government initiative called "Every child matters" and you can read more about this initiative on page 2. At ISIS Training we believe that every Learner or even every person matters, so whilst we fully support this initiative and will strive to help everyone meet the 5 principles, we prefer to use the title "Every Learner Matters".

This reflects the wide range and age of the learners we work with at ISIS Training. Whilst the government initiative is aimed at children from birth to age 19, we believe the 5 principles should apply to all our learners.

**New
Apprenticeships in
the legal sector**

**See page 2 for
some exciting
news about the
legal sector
Apprenticeships
ISIS Training can
now offer**

"These new legal qualifications will fill a much needed requirement for learners working in the legal profession"

"Currently there are no training providers or Colleges in the Lincolnshire region offering these qualifications"

"This is a reward for all the hard work an effort we have put into developing our E-learning, E-portfolio and Electronic Assessment systems over the past 3 years"

"ISIS Training are fully committed to the use Technology within learning and will continue to improve and develop our systems to meet the needs of our employers, learners and staff."

ISIS form new legal qualifications training partnership

ISIS Training has formed a partnership with ILEX to deliver Legal Secretary Qualifications at levels 2 and 3. The qualifications will be delivered as part of our current apprenticeships programme and will fill a much needed requirement for learners working in the Legal profession. Currently there are no Colleges or training providers in

the Lincolnshire region offering these qualifications and therefore employers have previously had to arrange private training at significant cost for their staff to gain these qualifications, which are essential part of the job role. For further information on the Legal Secretary qualification contact us at:

Lincoln Office:

01522 532225

Email: david-wright@isis-training.co.uk

Boston Office:

01205 354171

Email: pam-bambridge@isis-training.co.uk

ISIS Training reach Lincs Media Business Awards final

ISIS Training has reached the final of the Lincolnshire Media Awards, sponsored by The British Business Awards Associations, in the category of "Best use of IT & Communication". This is a reward for all the hard work an effort we have put into developing our E-learning, E-portfolio and Electronic Assessment systems over the past 3 years.

Fully Committed

ISIS Training are fully committed to the use

of Technology within learning and will continue to improve and develop our systems to meet the needs of our employers, learners and staff. We believe it is the way forward and allow us to deliver qualifications to learners and employers in a flexible and efficient manner

Awards Dinner

The awards will be presented at an awards dinner at the EPIC Centre, at

the Lincolnshire showground on the 12 Nov 2009. It will be attended by members of the ISIS training staff and selected employers who have supported and contributed to the use of technology. We are joined in the final by 2 other local employers, Ample Financial Services and Real Wire Ltd. A full report, which hopefully will include our success, will be in the next edition.

"Swine flu and related stories still make the headlines on what seems like a daily basis".

Health and Safety

More Advice on Swine Flu?



Like us, many of our employers already have plans in place to deal with any possible interruptions to business from Swine Flu. Swine flu and related stories still make the headlines on what seems like a daily basis. The Department for Health have published a document available from their website that has excellent, practical advice on how to prepare and how to deal with outbreaks at work. Visit the website www.dh.gov.uk and search for 'Pandemic Flu Guidance for Businesses'.

And if you really want to, you can track the progress of swine flu and look at related stories, there is even a game! aimed at GPs and health care providers.

New Health and Safety Law Poster

There have been a few queries raised regarding the new Health and Safety Law Poster from the Health and Safety Executive. At ISIS we have received mail shots and emails telling us that 'Urgent Action' is required to purchase a new Health and Safety Law Poster to comply with the law or tempt prosecution! This is NOT the case.

"You are under no obligation to buy the new one as long as your existing poster is still readable and has the addresses of the enforcing authority and the Employment Medical Advisory Service up to date."



Yes the HSE have introduced a new poster, back in April of this year, but you are under **no obligation** to buy the new one as long as your existing poster is still readable and has the addresses of the enforcing authority and the Employment Medical Advisory Service up to date. In fact you can keep using your existing poster until April 2014.

Why was it changed? Recent research showed that the posters and leaflets approved in 1999 were visually unappealing and rarely read. The new versions are modern, eye catching and easy to read and set out in simple terms using numbered lists of basic points, what employers and workers must do. The new law poster and pocket cards (instead of the leaflets that used to

be available) can be ordered from HSE Books (Tel: 01787 881165). The information is also available in other formats such as large print leaflets along with an MP3 version on the HSE Talking leaflets website <http://www.hse.gov.uk/pubns/tlindex.htm>

The HSE have also kept the costs of the poster the same, so at current rate the standards version costs £7.34, the semi-rigid costs £11.75 and packs of pocket cards £5.00.

Success stories and achievements

ISIS Training is one of sixteen world-class further education and skills providers to share technology excellence

ISIS Training achieves Technology Exemplar status to highlight the benefits of technology in the Further Education sector

ISIS Training is one of sixteen education and skills providers from across England to have been granted Technology Exemplar Network status **for a second consecutive year**. The Technology Exemplar Network is designed to help colleges and other learning providers use technology more effectively. ISIS Training was chosen as an exemplar because of their effective use of E-learning, E-Portfolios and the highly innovative e-assessment methods they have developed for use with their learners. This includes accessing remote and hard to reach learners through the use of these technologies.

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The Technology Exemplar Network builds on the overwhelming success of the programme and signifies the improvement of organisations striving to develop the best use of technology. ISIS Training is now one of sixteen exemplary organisations that have been selected for this year. Eight of them have been awarded continued status from last year and eight new providers have joined the prestigious list.

The Technology Exemplar Network was launched in 2008 with ten members and is jointly led by government technology agency Becta and the Learning and Skills Council. It works to share best practice for using technology between different learning providers across the country. The 16 exemplars announced today, including ISIS Training, will receive funding to help develop their use of technology and share their successes with others.

Jane Williams, Becta's Executive Director for Further Education, Skills and Regeneration said:

"The exemplar providers chosen this year are shining examples, and over the coming 12 months will share their expertise and help others follow in their footsteps."

"Used effectively and creatively, technology makes a real difference to the lives of learners, their local communities and employers. This is why Becta is committed to putting technology at the heart of the learning experience. With the Technology Exemplar Network gaining an additional six exemplars, it is clear that more organisations in the FE and skills sector are recognising the benefits ICT can bring, such as higher attainment and greater efficiency.

"The exemplar providers chosen this year are shining examples, and over the coming 12 months will share their expertise and help others follow in their footsteps. This will ensure the effective use of technology is embedded across the sector. Our latest research about technology in the FE and skills sector is very encouraging, but there are still too many colleges and providers that aren't taking full advantage of technology. We are keen to grow the network in phase 2 to around 120 members and would like to hear from providers with the drive, knowledge and leadership to further their own use of technology to benefit their learners and to inspire others."

“If you or your learners think that ISIS Training deserves to be nominated for this award, we would really appreciate your nomination.”



AAT Learners achieved an 89% success rates in the recent exams, across Foundation, Intermediate and Technician levels

ISIS Training has an overall Apprenticeship success rate of 73.4%

The E2E Team achieved a 49.2% success rate in their preparation for Life and Work Programmes,

The Next Generation Learning Awards 2010

Becta has launched the exciting Next Generation Learning Awards: Technology Excellence in FE & Skills. Now in their second year, they will look to reward all types of learning provider in the FE and Skills sector and seek to identify those across the whole system who are fully confident in the use of technology.

Not only will the awards celebrate the success of those in the FE and Skills sector who are using technology to transform their organisations and the experiences of their learners, they also offer the opportunity for winners to share their excellent practice.

A really exciting element in the Next Generation Learning Awards is the **Furthering my learning Award** – an award nominated by learners for organisations and institutions who are using technology to improve the experiences of their learners. If you or your learners think that ISIS Training deserve to be nominated for this award, because of our e-portfolios and electronic assessments, we would really appreciate your nomination.

The awards are now open for entries and full details and an entry form are available on the Becta website. Or alternatively contact us at ISIS Training for further information.

The deadline for entries is **29 October 2009**. For more information, go to www.becta.org.uk/nextgenerationlearningawards , ring 0800 877 8777 or email nextgenerationlearningawards@becta.org.uk

AAT achieve excellent exams results once again

Our AAT Learners achieved an 89% success rates in the recent exams, across Foundation, Intermediate and Technician levels at both our Boston and Lincoln centres. A BIG well done to all those who have passed their exams and now achieved their full qualification.

Good luck to those going on to now become Certified Accountants and those continuing on to the next level. Also A big well done and thank you to the AAT teaching team Nicky Bush, Sandra Gothorp and Collette Steadman whose hard work, effort and dedication ensures the continuing success of the AAT programme.

Another excellent year for ISIS Training Apprenticeships and E2E

At the end of the 2008/2009 contract year ISIS Training recorded another successful year in the delivery of Apprenticeships across all our occupational areas. We achieved a 75% in Advanced Apprenticeships, 73% in Apprenticeships, giving us an overall success rate of 73.4%. This is well above the floor targets set by the Learning and Skills Council of 50% success rates.

The E2E Team achieved a 49.2% success rate in their preparation for Life and Work Programmes, with the average time in learning before moving on to either full time employment or and Apprenticeship was 19 weeks, another tremendous effort

The success was celebrated at our Annual Awards Dinner and a full report on the proceedings will be in the next edition of ISIS Interactive. Well done to all the efforts of the WBL Teams, E2E Teams and all the support staff.

Your Views Count!

The LSC have a national strategy called Framework for Excellence. Part of this initiative is to measure the views of ISIS Training's employers and learners about the service we provide.

Employers will be able to complete the survey either on paper, online or by phone. Learners will be invited by their Key Worker or Learning Advisor to complete an online survey. Information will be issued shortly.

We very much appreciate your co-operation with these activities and thank you in advance for your participation.

If you would like to know more about the Framework for Excellence please visit www.ffe.lsc.gov.uk/ffe/



ISIS Quality Forum

ISIS Training believes in continuous improvement and is always open to ideas which may enhance its learning and assessment provision. We have a Quality Forum made up of ISIS Training team members from across all functions; they collect ideas, concerns and feedback and bring them to our bi-monthly meetings for discussion and where appropriate are actioned.



We have already taken on board feedback from some of our partners and we are now recruiting for the Legal Secretary Certificates (see page 2). We are also developing our induction materials as a result of feedback from several learners.

We would very much like to hear from you, our customers. It is important that we gather views from you about the services we provide – you are on the receiving end of them after all! Your feedback will help us make informed decisions about them. Are they fit for purpose or do they need developing? Is there a new qualification we can offer? Can we improve the use of technology in our delivery?

You can put suggestions to Pip Whiteman our Quality Manager on 01522 532225 or by email at pip-whiteman@isis-training.co.uk. Alternatively, you can share it with a member of the ISIS Training team when they visit your organisation.

Our next Quality Forum meeting is on 09 December at our offices in Norwich Union House, Lincoln – you are very welcome to attend – but please do let us know in advance.

Have your say on Low Pay

As part of the Low Pay Commissions (LPC) evidence gathering process there is an annual programme of visits across the UK, giving the commissioners the opportunity to meet with employers, employees and the organisations representing them.

The LPC will be visiting the EM NAS on Tuesday 24 November 2pm (Leicestershire LSC) to discuss with employers, training providers and **Apprentices** how the minimum wage impacts on Apprenticeships. The session runs as a Q & A session. LPC has found it best to see the apprentices separately from the training providers and employers. They would give the apprentices 30 minutes and the providers with the employers 45 minutes. The whole meeting would then last 1 hour and 15 minutes

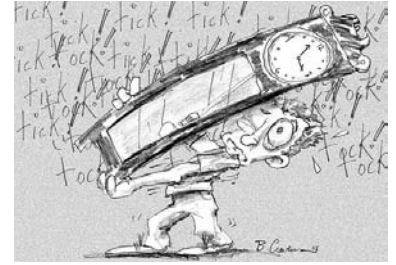
The LSC are looking for a group of 8 - 10 employers, apprentices and providers, particularly from the retail, hospitality and leisure, food processing, childcare and health and social care sectors to take part in this meeting. If you would like the opportunity to have your say, please let your Learning Advisor know at their next visit or contact us by:

Telephone: 01522 532225 (Lincoln Office) 01205 354171 (Boston Office)
Email: mary-turnor@isis-training.co.uk

Humour: Hamish the Laird and the Grandfather Clock

Hamish the Laird is falling on hard times. He has inherited the family estate in the highlands, but no money to go with it! His inheritance includes a 300 year old grandfather clock, which legend has it, when it stops the family dynasty will end. One day Hamish notices the clock slowing down, so decides he must get it repaired. He phones the clockmaker in the village who says, "Aye I can fix it but it'll cost ye £100 to collect it, £100 to fix and £100 to return it" Hamish asks why the collection charge is so high to which the clockmaker says, "petrol, oil, the air in my tyres and wear and tear going up the hill". Why I am I being charge for air says Hamish? "Have ye no heard of inflation", replies the clock maker. Hamish decides to save money he can take the clock down to the village himself. He straps it on his back, ties it with rope and begins to walk down the hill.

Unfortunately it had snowed the night before and after a few steps Hamish slips, ends up on his back and begins to slide down the hill, the clock acting like a sledge. As he nears the village he notices old Mother Mary going for her morning walk. He shouts at her to get out the way, but too late, he clips her ankles and sends her flying into a snow drift. She gets up very angry, wraps Hamish across the head with her walking stick and screams, "Hamish can you not just wear a wrist watch like everyone else!!"



Live Music

Lincoln has a lively and vibrant live music scene, with lots of opportunities to see live bands. **The Engine Shed**, is fast becoming a popular mainstream venue for establish bands and lots of performers are now adding this venue to their tour dates. Other venues in Lincoln that regular show live bands are: **The Drill Hall** on Free school Lane, were lesser known and less established bands tend to perform, **The Jolly Brewer** on Broadgate, **The Duke of Wellington**, also on Broadgate, **The Crown** on Saltergate and if

Heavy Rock or Metal is your thing, **The Rock Haven**, just off Silver Street is the place for you. **The Tap and Spile** on Hungate does mainly acoustic or blues live nights. Gigs are regular advertised in the local press, HMV record store and in the venues themselves. Admission to the pubs is normally free, but I think you are expected to buy at least 1 drink!! Local bands that perform regularly at these venues are: **20th Century Boyz**, who play classic rock, **The Hicksville Bombers**, and **The Slim Line Papa's** rock n roll and rockabilly and **The Infidels**, Indie and Punk. Uphill in the Bailgate area the **Prince of Wales** have began hosting mainly blues and Mod R'n'B bands (That's the 60s style Rhythm and Blues not the hip/hop style, think **The Jam** or early **Who**). So why not get out and try seeing a live band, it's better than standing around the many "vertical drinking" pubs listening to piped dance music!!

Be Healthy! Food on a budget

It is possible to eat healthy meals on a budget using cheap, readily available ingredients. A great source of information is the website, "Beyond Baked Beans" www.beyondbakedbeans.com which is aimed at giving advice on cheap, healthy food for Students, Singles or anyone on a budget. Here is a sample recipe to get you started.

Best Ever Cheese on Toast

Vegetarian

Time: Under 15 Minutes

Cost: Under £1 per head

- A good chunk of Cheddar or Lancashire cheese (about 75g)
- 1tbp plain flour
- 1tbsp milk
- 1tsp brown sauce or ½ tsp Dijon mustard or ¼ tsp English mustard
- 2 slice of thick wholemeal bread

Grate the cheese and pit it into a small non-stick pan. Mix in the flour and milk. Heat gently, stirring whilst you make the toast. As soon as the cheese mixture is smooth stir in the brown sauce or mustard. Pour over the toast and eat whilst hot,



ISIS Training

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New website
coming soon
Watch this space!!



Putting people first

About ISIS

As one of Lincolnshire's leading and most respected training providers ISIS Training can provide fully funded or very low cost training for new and existing employers. Most of our qualifications are work based to ensure minimum disruption to your business and are all tailored to your specific needs and work practices. At ISIS we utilise a wide range of technology in all our qualifications including Electronic portfolios and assessment methods using digital cameras, voice recorders and laptop computers. These are enhanced with well proven traditional assessor visits and evidence gathering. We currently offer qualifications in:

- **Business Administration**
 - **Team Leading**
 - **IT User**
 - **Accounting**
 - **Customer Service Management**
 - **IT Practitioner**
 - **Legal Secretary**
- (Fees are applicable for Accounting and Legal secretary qualifications for AAT/ILEX membership and for further course materials)*
- **Hospitality and Catering**
A full range of courses from housekeeping and front office through to professional cookery and food and drink service.

Why take on an Apprentice?

Ask yourself if you would like any of the following?

- A full time employee on a trainee wage?
- An eager individual who is willing to learn?
- Employees receiving up to the minute relevant training:
- Training tailored around the needs of the business:
- A flexible and loyal individual?



ISIS Training has a pool of young learners looking for an Apprentice position to start their working life. All our learners are vetted for their aptitude and willingness to progress. When they enter your workplace they are already well on the way to achieving qualifications of use to you as an employer.

Become a progressive employer – take on an Apprentice!

Managing your personal data

As a learner, the data you supply ISIS Training will be used by the LSC to issue you with a Unique Learner Number (ULN) and share information about your learning. Further details of how your data is processed and shared can be found at www.miap.gov.uk.

Evaluations

We currently send out paper-based questionnaires asking you to comment about our service. As part of our commitment to e-learning, we will be introducing a web-based evaluation system.

It's a very simple system to use; and to invite responses we plan to send emails that will contain the link to the appropriate questionnaire. If you feel that you cannot engage with our evaluation system in this way, please let us know and we will arrange for paper-based evaluations to be sent to you.