



“Putting people first”

ISIS Interactive

The newsletter of ISIS Training
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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

- Technology Exemplar Network Phase 2.
- ISIS open new centre in Boston
- Lincs and Rutland Work Based Learning Awards
- ISIS Training Open Days

Contents

TECHNOLOGY EXEMPLAR NETWORK PHASE 2..... 1

NEW ISIS CENTRE IN BOSTON NOW OPEN..... 2

LINCS AND RUTLAND WORK BASED LEARNING AWARDS 2010..... 2

HEALTH AND SAFETY..... 3

SUCCESS STORIES AND ACHIEVEMENTS..... 4

ISIS TRAINING OPEN DAYS 2010..... 5

THE LEARNER VOICE..... 6

THE LIGHTER SIDE..... 7

ABOUT ISIS..... 8



Happy Easter and Welcome to Spring to all our Staff, Learners, Employers and Customers.

Spring is the time when the new shoots and buds appear and the signs of growth for the next year begin to show. So how fitting that in ISIS Training as we pass the half way point of the current academic year, all the signs are in place for another highly successful year. Our Learners continue to excel in their qualifications and this has been recognised through our finalists at the recent Lincs and Rutland Work Based Learning Awards, a full report of which can be found on page 2. Lets all hope that Spring develops into a long hot and successful Summer!!

Technology Exemplar Network Phase 2

The Technology Exemplar Network is a joint initiative lead by Becta and the Learning and Skills Council which supports Learning Providers use and application of technology through peers support. After a very successful Phase one, of which ISIS Training were one of Ten Exemplar providers leading the network, phase two is now well underway.

World class providers

Phase two consists of 16 world class further education and skills providers, including ISIS Training, who provide peer support

and guidance to a further 113 participating providers. ISIS Training is leading a mini-network of 8 participating providers who all share the same aims and objectives of developing and increasing their use of technology for the benefit of their learners.

We held our first network event on 24/25th Feb at the Bentley Hotel and all agreed the event was a huge success, with lots of good networking and exchange of ideas. We now look forward

To further developing the network and sharing our experiences in the use of E-portfolios and associated technologies.

Learners Expect

The learner of today expects to use computers and other technologies in their qualifications and ISIS Training are fully committed to meeting the needs of our learners and employers regarding the use of technology.

"The new centre is located on Wide Bargate and has been fitted out with the latest IT Technologies to support our Learners and Staff."

"To mark the opening of the centre we will be holding on open day on 23rd April. All Employers and prospective learners are invited to come along, view our facilities and talk to our staff about the services ISIS Training offer".

New ISIS Centre in Boston now open

ISIS Training has opened a new state of the art centre in Boston, to replace our previous Market Place premises. The new centre is located on Wide Bargate and has been fitted out with the latest IT Technologies to support our Learners and Staff. These include Interactive Smart Boards, Data Projectors and several IT Suites in keeping with our status as a Technology Exemplar Provider

To mark the opening of the centre we will be holding on open day on 23rd April. All Employers and prospective learners are invited to come along, view our facilities and talk to our staff about the services ISIS Training offer. We will also be showcasing our use of technology, E-Learning and E-Assessment methods, including our highly successful and award winning ENVQ Electronic Portfolio system

New Boston Centre

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Lincs
PE21 6EH
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Contacts:

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Entry to Employment
Email: Kayleigh-panton@isis-training.co.uk

Lincs and Rutland Work Based Learning Awards 2010



The Lincolnshire and Rutland Work Based Learning Awards were held at the Lawn Centre Lincoln on the 25th March and once again ISIS Training were well represented in the finals. This year we had 1 winner and three finalists.

Congratulations to E2E's **Garry Betts** who won his category of E2E Personal Achiever of The Year and also to all the staff who have helped and supported him.

The other finalists were:

Adam Winch – Apprentice of the Year.

R Harvey Builders – Small Employer of the Year.

Boston Mayflower - Large Employer of the Year.

All finalists received a certificate to mark their achievements. Well done for all their hard work

The special guest for the evening was the original STIG from BBC's Top Gear, Perry McCarthy. He was really funny and entertaining throughout the evening and stayed behind at the end to sign autographs and have photo's taken with the learners. Hopefully we will be able to continue our run of success in the 2011 awards.

Health and Safety

Have You Assessed Your First Aid Requirements?

HR Zone recently published an article highlighting how many UK employers have inadvertently broken health and safety laws by having no trained first aiders present in the workplace at certain times.

St Johns Ambulance warned "Even those that appear to be employing appropriate numbers of skilled personnel in this area often misinterpret guidelines introduced last October by the Health and Safety Executive (HSE). The regulations state that organisation's must no longer simply provide adequate levels of trained first aiders, the number of which is decided based on assessments to determine whether the business falls into a low, medium or high risk category. Instead they now have to ensure that there is adequate cover in place for planned staff absences, which includes holiday and sickness, in order to ensure that someone else can step in and assume the role."

The Health and Safety Executive provide a wealth of advice in this area on their website; they have recently introduced an on line assessment tool designed to help employers to assess their first aid needs. The Health and Safety (First-aid) Regulations 1981 apply to all workplaces in Great Britain, including those with less than five employees, and to the self employed, so it really is essential that this area of business is given the attention it deserves.



Access the link below which will take you to the assessment tool, there is also guidance available that offers practical advice on what Employers need to do to ensure they understand their responsibilities and this can help when making informed an decision on requirements. The assessment tool only takes a few minutes and you can even print out your results.

<http://www.hse.gov.uk/firstaid/assessmenttool.htm>

At ISIS Training we have recently reviewed our first aid requirements in line with the guidance and as a result a number of staff has undertaken the First Aid at Work (FAW) or the Emergency First Aid Qualification (EFAW). The courses were also opened to employers and were favourably received. If you want any help in this area or book an Emergency First Aid Qualification (EFAW) then contact:

Sandra Portess on 01522 532225. email: sandra-portess@isis-training.co.uk

As the HSE say too many employers buy into the 'spirit' of first aid and not the practicality, under the letter of the law ignorance is no defence.

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Success stories and achievements

Quotes from the Awards ceremony

"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."

"The e2e Lincoln team wish to say a massive thank you to everyone who participated in their fundraising effort for the Haiti earthquake appeal".

"10 Kilometre is 6.2 miles and is a considerable distance to complete for a first time"



The Next Generation Learning Awards

ISIS Training were one of the sixteen education and skills providers from across England to be presented with their award for achieving Technology Exemplar Network status **for a second consecutive year** at the BECTA Next Generation Learning Awards in

Birmingham on the 8 March 2010. ISIS Training was represented by their E-Learning Manager, Mick Gilroy, who was presented with an engraved glass trophy. The evening was hosted by the well known presenter and TV personality Sandy Toksvig, who conducted the ceremony, presented the awards and provided excellent entertainment for the second year running. 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.

E2E Haiti Earthquake Appeal

The e2e Lincoln team recently held a fund raising event for the Haiti earthquake appeal. We held a Sports and Fun Day back in January and it was an enjoyable day had by all and managed to raise £20.

Learners were really moved by the story of Haiti, and the idea of a fund raising day came up after a group brainstorming session on how to help. Learners participated in a group game of football, as well as cricket and baseball and baking cakes. We donated the money to the Oxfam appeal, which is working hard on the reconstruction of Haiti.

This brings the grand total of e2e fundraising to £146 for the year, following a very successful Children in Need Appeal. Thanks ever so much to everyone who donated to both appeals – it really does make a difference. The e2e Lincoln team wish to say a massive thank you to everyone who participated in their fundraising effort.

The Race for Life 2010

One of our learners, Anna Coffey, a Business & Administration Apprentice of the Priory Federation Academy Lincoln, is taking part in the Lincoln Race for life 10 Kilometre race at RAF Waddington on 23rd May 2010. Anna has never run before and she is doing this event by herself so it is a tremendous challenge for her to take on. 10 Kilometre is 6.2 miles and is a considerable distance to complete for a first time runner.

Also taking part in the race for life event is one of our Learning Advisors, Meera Chauhan, who has opted to take part in the shorter 5 kilometre event, which is 3.1 miles. Meera has run before and is a regular competitor in the race for life and other similar events. Both Meera and Anna would appreciate any support, sponsorship or donations.

"The day will be an informal drop-in event between 1000 -1600 anyone in the sector is welcome to come along, talk to our staff and look at the way we work using technology within Work Based Learning. Feel free to drop in at any time during the day, but we would appreciate if you would let us know you are coming".

ISIS Training Open Days 2010

ISIS Training will be hosting 2 open days to showcase our products and services, focusing on our use of Technology, E-learning and E-portfolios. Anyone is welcome to come along so drop in a have a drink, see the way we operate and have a chat with our staff about what we can offer. The dates and times are as follows:

ISIS Training Boston Centre:

Friday 23rd April: 2010 1030am – 4pm

ISIS Training Lincoln Centre:

Friday 23rd July: 2010 1030am - 4pm

We will be showcasing our use of technology used in Work Based Learning and Entry to Employment including:

- ❖ Use of E-portfolios
- ❖ E-assessment methods
- ❖ E-learning methods and technologies
- ❖ The Learning Advisors Toolkit
- ❖ Use of the Generator Technology self improvement tool
- ❖ Our work within the Technology Exemplar Network

The day will be an informal drop-in event between 1000 -1600 anyone in the sector is welcome to come along, talk to our staff and look at the way we work using technology within Work Based Learning. Feel free to drop in at any time during the day, but we would appreciate if you would let us know you are coming.

For further information contact:

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Your Views Count!

"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?"

Visit our new website at:
www.isis-training.co.uk



The Learner Voice

Capturing the learner's voice and working with learners is central to our customer-focused quality improvement strategy. Inspectors make extensive use of learner feedback when making judgments and evaluating good practice about Training Providers like ourselves and this is becoming increasingly important across the whole Work Based Learning, Adult Learning and Further Education sector.

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?

At ISIS Training we are committed to the principles of the learner voice and here are some ways you can voice your thoughts and feelings relating to your qualification or the service you receive from ISIS Training.

- ❖ Respond to the electronic surveys we regularly send out.
- ❖ Feel free to raise questions or talk to your Learning Advisor about any problems or issues that may be affecting your qualification progress.
- ❖ Contact ISIS Training at any time using the information below

Telephone: 01522 532225 (Lincoln Office) 01205 354171 (Boston Office)

Email: mary-turnor@isis-training.co.uk

Your views on our new website

At ISIS Training we are currently redeveloping our website. www.isis-training.co.uk As part of the Learner Voice principles we are looking to find out what our learners would like to see from our new website. We have created an electronic survey for this purpose and we will be happy to hear from both employers and learners. All the information regarding the survey has been sent out via e-mail and ENVQ and your Learning Advisors will also ask you to complete the survey when they visit you. The link to the survey is also shown below. We look forward to seeing your responses.

<http://freeonlinesurveys.com/rendersurvey.asp?sid=vsrl7g4us0r3gqh731137>

Recently we have been collecting feedback from our Learners and Employers relating to our E-Portfolio systems, here are some of their comments.

- ❖ *I found the ENVQ website fantastic!!! It gave me easy access around the clock to view/listen to feedback on my recorded discussions and all other submitted evidence such as narratives and reports ECT.*
- ❖ *ENVQ enabled me to check up on my progress and choose the most convenient times to do so.*
- ❖ *I found ENVQ incredibly easy to be able to submit my work at times convenient to me, the process was very efficient and secure! E-mails were always very easy to view and access and were the first thing to pop up when I signed in! Thank you for everything!!!*
- ❖ *ENVQ is a good system that lets the learner manage their portfolios and allows you to receive instant feedback from your assessor or employer*
- ❖ *I could access ENVQ at home or work its flexible and I could access it any time I needed to.*



Summer Music Festivals

The round of summer music festivals will soon be upon us and although it is probably too late to get tickets for the big four (Glastonbury, Leeds/Reading, V and Isle of Wight) there are plenty of smaller and equally enjoyable festivals throughout the summer. In fact in my experience the smaller ones are a lot more enjoyable. One of the best is **Strummercamp**, which is held at Manchester Rugby Club in Cheadle, over the late May bank holiday weekend. This is a non-profit making event organised by friends of the late Joe Strummer, to celebrate his life and music. The bands are a mixture of known and upcoming Rock, Punk, Indie Reggae and Ska bands, with the festival normally being opened by a Clash tribute band such as The Clash City Rockers. Tickets, food and drink are very reasonable priced and all the bands play under cover in marquee tents. For further information and this year's line up go to www.strummercamp.co.uk . **The Camden Crawl** on 1st-2nd May features Lostprophets, Teenage Fanclub, The Drums, Delays, Cornershop, Speech Debelle, Sunshine Underground, Babybird and Casio Kids. **The Wychwood festival** at Cheltenham Racecourse on 4th – 6th of June features The Happy Mondays, The Levellers, Seth Lakeman, and The Lightning Seeds. **Evolution** on the banks of the River Tyne in Gateshead is on 30-31st May and features Paolo Nutini, Calvin Harris, Tinchy Stryder, The Futureheads, The Horrors, De La Soul, Ellie Goulding, Delphic, Hadouken and Frankmusik. **The Lovebox Weekender** in Victoria Park, London on 16th -18th July features Dizzee Rascal, Chase & Status, Ellie Goulding, The Noisettes, The Maccabees, Cut Copy, Hot Chip, New Young Pony Club, and Empire Of The Sun. For a festival with a difference try **Bearded Theory** (real or fake Beards are required!!) in Ashbourne on 14 – 16 May. This is everything you would expect from a festival with a great line up, including New Model Army, Dreadzone, The Neville Staples Band and Pama International. Lots of eccentric people, fun and games throughout the whole 3 days. For further information on any of these events go to www.virtualfestivals.com or www.efestivals.co.uk . Don't forget your tent, sleeping bag, wellies, money and most important of all a good supply of Loo roll!



TV Hell! Escape to the Country

Escape to the Country is on every night as I come in from work and is my idea of TV hell. The programme involves couples or families who want to “Escape to the Country” to get away from their lives in the city. However it should be called “Lets not Escape to the Country” as hardly anyone ever goes ahead with the move and they never buy the houses on offer. The couple give a list of requirements to the presenter, which inevitably include an AGA, a Wood-burning stove, exposed beams, an inglenook fire etc, etc... They plan to bake bread and grow vegetables, because obviously you don't need to work in the country because everything is free and they've been watching too many repeats of The Good Life. They also want to live in the country but near to a town, school, motorways, etc, but don't want to hear any noise from them! They state their budget to which the presenter scornfully comments “You are not going to get much in the country for that!!” which makes them mortified before they've even started. The presenter then shows them around a selection of houses that are nothing like they have asked for. When they protest, they are told “What did you expect on your budget” When a 6 foot 2 man tries to squeeze into a 5 foot high cottage, he is told “it'll be alright if you stoop a bit”! Then there are the questions, every time an exposed beam is viewed the inevitable, “Are those beams original”? is asked, or “is this a Period Cottage”? . What exactly constitutes a period cottage? What period are they taking about? And who cares if the beams are original as long as they hold the house up! Then there is the Mystery House. This is normally a folly or a monstrosity that nobody in the area will touch with a barge pole, so they try to fob it off to the poor contestants and it is normally way over their budget. By this time any thoughts of moving to the country have completely disappeared and they run screaming back to the City and their old life, having lied like mad to the presenter saying “We like them all, but we need time to think about it!” The presenter actually thinks he/she has done a good job and the couple spend the rest of their lives regaling their dinner guests on how they nearly made the fateful mistake of moving to the country, to gasps of shock and horror and how could you! One day I will learn to switch the telly off when I come in from work, but that wouldn't be any fun at all would it.....

ISIS Training

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Visit our new website at:
www.isis-training.co.uk



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!



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

