

CEATA NEWS

WELCOME TO CEATA NEWS

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CEATA SPRING/SUMMER UPDATE

by Karen Hodgson



Welcome to our 4th newsletter in what are still very challenging times for all of us however we are open to learners and hopefully there will not be any further closures.

Covid precautions have been updated and all staff and learners need to have regular lateral flow tests so we make every effort to keep everyone safe whilst they are with us. One of the biggest grumbles is the requirement to wear face masks whilst at CEATA and I do sympathise as someone who wears glasses they just steam up, however the guidance issued by DfE is that masks must be worn in FE

educational settings and our risk assessment identifies wearing of masks as essential to limiting possible infection.

In this issue you'll discover what's been happening at CEATA over the past few months. We welcome Andreas back to the team in his role as Business Support Officer and also eagerly await a new Ofsted inspection.

I hope you will find the following articles useful and interesting and I can recommend the Productivity Through Innovation programme, we have benefitted from having a placement so well worth a read and getting in touch with Megan to find out more information.

If you have any questions regarding training please don't hesitate to get in touch

Stay Safe

Karen

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WHO WE ARE

CEATA is the training division of Canal Engineering our apprenticeships and specialist engineering training courses are available to all businesses. We can offer apprenticeships, short courses including NVQs in Welding and Architectural Metalwork Installation and Sector Based Work Academies for unemployed learners.



PRODUCTIVITY THROUGH INNOVATION

Small and medium-sized enterprises (SMEs) in Nottinghamshire and Derbyshire can benefit from fully funded University of Nottingham expertise through the Productivity through Innovation programme. This programme, part-funded by the European Regional Development Fund (ERDF), gives SMEs within the D2N2 Local Enterprise Partnership region the opportunity to access the University's talented postgraduates who work remotely for their organisation through 200-hour project placements. Companies from any sector can receive strategic planning and operational insight in areas such as business continuity, future markets research, product development support, digital technologies and digital marketing strategies.

To find out more about the Productivity Through Innovation programme, and eligibility, please contact: Megan.Ronayne@nottingham.ac.uk



ANDREAS - ACADEMY DEVELOPMENT OFFICER

WELCOME BACK ANDREAS

I am thrilled to be back working at *CEATA Training Academy*. My journey here started back in 2017, when I joined the company as a Business Support Officer, supporting the daily operation of the business - before leaving in 2019 to pursue a full-time role in Business Development.

Having spent a year meeting with employers of all kinds across the country, to recruit new learners and improve employer engagement, I am now pleased to bring this experience back with me to an organisation that excels in delivering training services to businesses and learners in the wider region and local area. Although the last year has been an unprecedented situation for most businesses, I am looking forward to helping CEATA grow over the next few years and being a part of the journey ahead.

OFSTED INSPECTION

CEATA like all training organisations receives regular Ofsted Inspections and CEATA is now due for one following the last visit in May 2019.

What will an inspection mean for apprentices and employers?

Normal teaching will carry on as scheduled, we will send out links to surveys on behalf of Ofsted to all learners and employers and Ofsted will make calls to talk about the training at CEATA. Some apprentices are funded via other prime funders and will not be involved in any of these contacts.

What do Ofsted Inspect?

Ofsted will review the training provision against national standards set out in the Education Inspection Framework to make a judgement about various aspects of the provision. The judgements cover four areas;

- Quality of Education
- Behaviour and Attitudes
- Personal Development
- Leadership and Management

Ofsted will check that CEATA has robust safeguarding procedures in place. The focus of the process is to make a judgement about the learner experience overall and does include not only the vocational aspects such as technical skills, but will also review how learners apply newly learned skills and knowledge and how much learning they have retained. Learners well being and development will be reviewed alongside the type of learning and it's relevance to their workplace and career aspirations.

How long does and Inspections last?

The inspection is likely to last for **4 days** and there will be just **2 days** notice of any inspection. If you would like to know more about the role of Ofsted and Inspections or have any questions please get in touch with Karen Hodgson (karenhodgson@canalengineering.co.uk).



CEATA COURSES - 2021

Apprenticeships

- Level 3 - Metal Fabricator
- Level 3 - Engineering Technician
- Level 2 - Engineering Operative

NVQ's

- Level 2/3 - Welding
- Level 2 - Installing Architectural Metalwork
- Level 1 - Maintenance fitter

Sector Based Work Academy

- Level 1 - Maintenance Fitter
- Level 2 - Fabrication and Welding
- Level 2 - Engineering Maintenance and Installation
- Level 2 - Diploma in Engineering and Technology

* For more detail on apprenticeships email andreasdatjis@canalengineering.co.uk for more information

ONEFILE - AN OVERVIEW

OneFile is an electronic portfolio, which guides the learner through their programme. As an employer you will be given a login to OneFile so that you can understand what the learner is doing and how well they are progressing. OneFile allows the learners to upload any evidence created for their tutor to review and give feedback.

If you require a log in please email *****. Over the next few weeks our Academy Development Officer will be visiting as we return to normality, who will be able to assist you.

Below is a brief explanation of the main features you can access to enable you to monitor you apprentices progression.

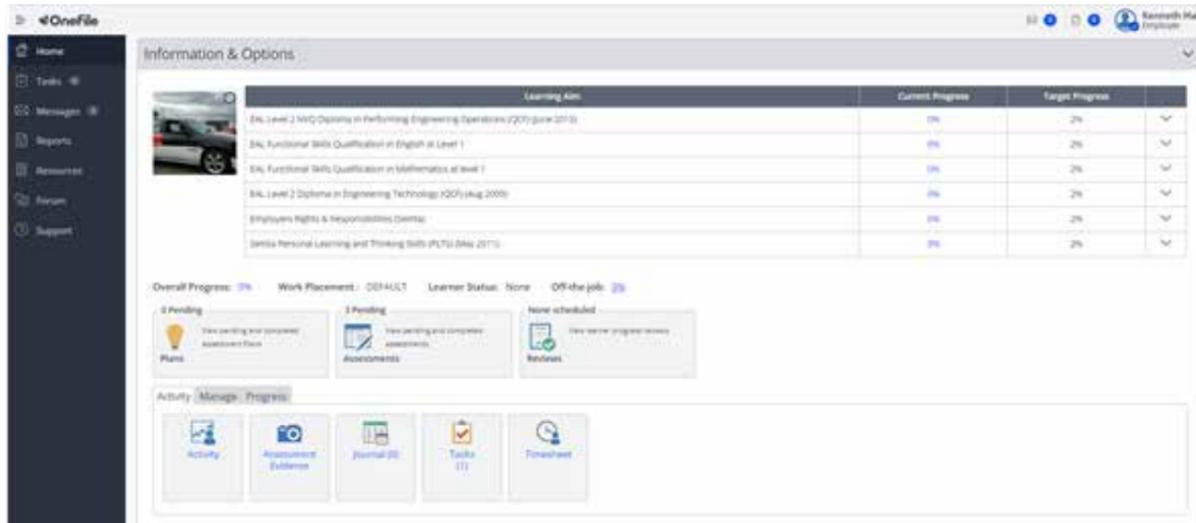


Features:

Resource section, you will find standard documents and templates, there are also articles and links to support the learning. **Continued on page 4 >>**



ONEFILE - AN OVERVIEW CONT'D



OneFile monitors the learner's progress against target, so you can always log in to see how they are doing. On OneFile, the tutor will agree teaching, learning and assessment plans with your learner, so again you can look at these plans and understand what they have in terms of workload and how well they are getting through it.



On the right hand side there is a portfolio tab when this is selected a dashboard appears which allow you to quickly see progression and select tools such as the apprentice's timesheet entries and any assessments which are due.



CONTACT INFORMATION.

For more information on OneFile contact Ken Hale

Unit 8, Easter Park Lenton Lane,
Nottingham, NG7 2PX

CALL:
0115 986 6321

EMAIL:
kenhale@canalengineering.co.uk

REVIEWS

10 week reviews are very effective using **Onefile** and are a critical element on reporting of the apprentice's progression and allowing the tutor to inform you of how the apprentice is performing and meeting expectations set by CEATA and you. Using the Onefile platform you will be able to access the review and add comments, to support the tutor/apprentices comments.

1. By clicking on the **review** tab you will gain access to the review. Below you will see a number of elements contained within the review which will assist you in monitoring the apprentice's progress.



2. Off the Job is now a funding requirement and the apprentice must populate their time sheet to ensure they are on track to complete 20%, further explanations to the OTJ are located within the resources tab.



3. Unit progression will show the achievements of the apprentice between review periods by unit and assessments set by the tutor. The following boxes allow the tutor to further breakdown the learner's progression and set **CSMART** targets to ensure that work is being completed on time. IAG and additional support is an opportunity for the tutor to provide information on information advice and guidance given by **CEATA** to assist the apprentice completing elements of the course, and if any additional time has been spent with the apprentice to support them.



REVIEWS - CONT'D

4. Part of the apprenticeship 20% has to be recorded as OFF The Job, this is where the apprentice is not engaged in production activities within company, it is an expectation that the employer will provide training in company to ensure the apprentice meets the full range of skills required. This activity then can be submitted on the apprentice time sheet an example could be that the apprentice has been shown how to operate a machine or produce an item under direction from the mentor.

Safe and sound is a requirement for CEATA to ensure the apprentice remains to feel safe within the workplace as well as discussing topics such as equality and diversity/ Radicalisation.

All apprentices have the right to appeal an assessment decision; further information can be found in the resources.

This screenshot shows a digital review form with a dark sidebar on the left containing navigation icons for Home, Tools, Messages, Reports, Resources, Issues, and Support. The main content area includes the following sections:

- 5. Off the job Training (include development of technical skills and knowledge provided since last review):** A text input field with the placeholder "Off the job" and "of good, targets met and an expected outcome".
- 6. Safe & Sound : Safeguarding / Prevent: (Question issues of personal safety concerns around extremism and link to current events.)** A text input field with the placeholder "Safe and Sound" and "of good, targets met and an expected outcome".
- Health and Safety: (check general information, H&S policy, evacuation and link importance of Health and safety to current role)** A text input field with the placeholder "Health and Safety" and "of good, targets met and an expected outcome".
- Equality and Diversity: (Check on harassment/bullying, equality & diversity policy awareness and link to current role/events)** A text input field with the placeholder "Equality and Diversity" and "of good, targets met and an expected outcome".
- Are you aware of your right to appeal/ appeals procedure? Have you appealed against any assessment decisions since your last review? If yes, please provide additional information following the appeals procedure.** Two radio button options: "Yes/No" and "Yes".

5. The following boxes will allow comment to be made both by the apprentice and employer. Once this has been completed you will find a yellow bar at the bottom, which you will be able to tick, this replaces the requirement for a **“Wet signature”**

This screenshot shows the lower portion of the digital review form. The sidebar is consistent with the previous image. The main content area includes the following sections:

- 7. Employer/Supervisor comments (Please comment on training, learner aptitude and attitude etc):** A text input field with the placeholder "Please comment on training, learner aptitude and attitude etc" and "of good, targets met and an expected outcome".
- 8. Learner comments (Please comment on training received, progress to date and work situation etc):** A text input field with the placeholder "Please comment on training received, progress to date and work situation etc" and "of good, targets met and an expected outcome".
- 9. Additional Comments (include information on future progression if nearing end of programme). (including internal promotion or inclusion of additional tasks as a result of completion of learning/continuing on learning at higher level or seeking new job opportunities)** A text input field with the placeholder "including internal promotion or inclusion of additional tasks as a result of completion of learning/continuing on learning at higher level or seeking new job opportunities" and "of good, targets met and an expected outcome".
- Progress against core skill development** A text input field with the placeholder "I am confident that I am developing my core skills (communication, problem solving, teamwork, working with others, ICT and transferable skills (career management skills, employability skills) and using them effectively in line with the needs of my workplace and for what I need to achieve in my career/education".
- Declarations** A section with a text input field.

For more information on reviews email kenhale@canalengineering.co.uk