

Martec training *Times*

Annual Celebration of Apprenticeships

The 7th—11th February was **Apprenticeship Week**, organised annually by the National Apprenticeship Service it offers a great opportunity for employers, providers and learners to showcase and celebrate Apprenticeships. This year was the most successful ever in the West Midlands, with over 500 events and activities being held in the region.

During the week we held Open Days for prospective learners, current employers or parents of learners to come along for a chat with our staff. The week proved very successful with a larger than ever foot fall through the door.

To celebrate the week we invited some 2011 school leavers into our centre for the day to get a taste of Martec training life.

Pupils from Wolstanton High and Abbey Hill School, who are all keen to become mechanics, had a guided tour of our premises, a talk on all the courses and schemes we offer and were able to sign up with us for when they leave school this year.

In the afternoon they received an inspirational talk from local employer Ian Hissey of Alfred Hissey & Son in Trentham. Ian is a keen supporter of Apprenticeships and currently



Pictured above are Martec training's Monday Technical Class Apprentices (left to right) - Kris Weston, Rob Owen, Mike Wharton, Brad Corbishley, Josh Phillips, Kamara Roberts, Joe Downes

employs two Martec training Apprentices and will also be setting on his Saturday lad as an Apprentice in the summer! Ian explained to the pupils and our Foundation Learning students the vast importance and value Apprenticeships can have on the future success of his and many other businesses. He offered useful tips on how to find a placement locally, how to conduct yourself in an interview and to have the right attitude to become a successful Apprentice.

The pupils spent the afternoon in our workshop with tutors Kevin Clarke and Paul Swindells, they carried out

inspections on vehicles, learning how to use tools and air tools correctly and identifying vehicle components.

One of our Vehicle Paint Apprentices Elliot Graham got a 'taste' of what his future could hold on Monday 7th February.

Elliot is currently working towards his Vehicle Paint Technician (Body Refinishing) Apprenticeship through us and is based at M&M Vehicle Repairs in Longton.

To celebrate National Apprenticeship Week, he shadowed the Bodyshop

Manager, Adrian Leese for half a day to get a feel for what his future at one of Staffordshire's largest body repair centres could hold. Elliott, who started with the company last October, experienced first hand what it's like to be a manager and all of the responsibility that comes with it in such a fast paced environment.

To add some fun to the day though, Adrian Leese was taken 'back to the floor' for the other half of the day, spending it under supervision and instruction in the paint shop where he started his career as an Apprentice in the 1980's! He prepared panels to be painted, repairing damaged vehicles and chipped in with the cleaning of the workshop and valeting the cars.

The job swap took place alongside an Open Day held at M&M's Portland Road Premises where the public were invited to pop in to see how a busy repair centre works behind the scenes.

This year has already seen a huge increase in applications from 2011 school leavers who wish to become an Apprentice when they leave school this July. If you are a local employer and would like to give a young person an opportunity within your company please call Sian or Tracey on 01782 717272 for more details.

Ofsted Give the Thumbs Up!

We are extremely pleased to announce that at our recent Ofsted Inspection we have been awarded a Grade 2 – Good, for the overall effectiveness of our provision!

Amongst the strengths identified last Autumn were – Martec training's leadership and management, welfare and safe guarding of learners, learner outcomes, quality of provision and teaching, employer engagement and improved resources and facilities.

Here are a few things that employers like about us—

"Training which links so well with the business requirements."

"The degree of responsiveness to any query or problem."

"High standards set by Martec training."

"Good additional support provided when needed, both for the company and learners."

What learners like—

- Friendly, easy to talk to, helpful staff.
- The way tutors explain things thoroughly and clearly.

- The regular visits and texts to check progress and make sure there are no issues.

This is a fantastic achievement for everyone involved with Martec training. We would like to thank all staff, learners and employers involved with the inspection.

For anyone wishing to view the full report please visit the News Section at www.martectraining.co.uk and click the link provided.

ONE DAY COURSES TO DEVELOP YOUR STAFF!

Martec training are now offering short one day courses in a range of topics that are designed especially for your business. They are designed to help improve productivity in the workplace and effective communication between both staff and clients.

Course examples are The Manager as a Communicator, Team Building Events, Performance Management, Delivering Bad News, How to be a Great Negotiator, Selling & Influencing Skills, Interviewing Skills and Motivating the De-motivated.

Call Laura White or Tracey Marson on 01782 717272 to book or to find out more.

The Martec training Wall of Fame

Congratulations to all of the following achievers!

APPRENTICESHIPS

Heavy Vehicle Technician
Timothy Granados

Customer Service

Heidi Dunn
Gemma Wilkinson
(Advanced)

Retail Operations

Adam Smith (Advanced)

Business Admin

Sheridan Simmill
Tamara D'Angelo
(Advanced)

Hannah Durber

Body Refinishing

Tom Chawner (Advanced)

Body Repair

Darren Parsons
(Advanced)

Light Vehicle Technician

Daniel Dentith
Nick Cassidy
Ashley Barber
Anthony Boulton
Will Weaver (Advanced)

FOUNDATION LEARNING

IMI Entry 3 Diploma in Motor Vehicle

James Kozoswist
Paul Bailey
Luke Royal
Kyra Johnson
Neil Always
Jordan Molyneux

Jake Cooper
Gavin Taylor
Sean Edwards
Luke Oates
Josh Briscoe

IMI Entry 3 Certificate in Motor Vehicle

James Kershaw
Dan Knowles
Ellie Richmond
Mark Pritchard
Jordon Scott
Kieran Tabbernor
Ben Taylor
Matt Rotherham
Chris Green
Carl Shenton
Matt Withington
Mitch Askey

IMI Entry 3 Award in Motor Vehicle

Sye Robinson
Aaron Brown
Will Simpson
Steve Rowe
Arron Green
Zameer Farooq
Dan Rowley
Jordan Dutton

Edexcel Entry 3 Work Skills Award

Nichole Barlow
Karl Cooper
Andrew Cooper
Aaron Pepper
Jake Stokes
Shaun Lovatt
Jamie Stones

Danny Snee
Hayden Herbert-Jackson
Tom Wright
Paul Kelly
Adam Roberts
Jamie Ward
Chris Ward
Jacob Evans
Jarrod Roden
Steve Mycock

Edexcel Entry 3 Work Skills Certificate

Matthew Eaton
Ashley Cartlidge
Elliott Burns
Dan Wood
Dan Pain

New Admin Suite is the Business Seven day weekends for Graham

Martec training has become well-known locally for our various Motor Vehicle Courses. However many people may still not be aware that we also deliver a multitude of additional NON motor vehicle qualifications.

New Business Administration, Customer Service & Retail courses will be starting in Summer 2011. These will be delivered through our Foundation Learning Programme. The courses are ideal for young people aged 16—18 who have an interest in finding work in an office or shop / sales environment but who may not have the required skills or qualifications to move onto an Apprenticeship.

Learners will attend our new Business Admin Suite to complete this qualification, make use of the new computer facilities, gain assistance with finding work

experience in this field, receive tuition on word processing, how to deal with customers and other general office duties, with the aim of moving onto an Apprenticeship or finding work on completion of their course.

Laura White has recently joined Martec training as a Recruitment Officer focusing on increasing awareness of our qualifications to local businesses within the Admin sector. She is also aiming to expand business into the Retail, Customer Service and Warehousing fields.

If you are a local business in any of these fields and wish to take on an Apprentice or can offer one of our learners some valuable work experience please call Laura White or Sian Bennett on 01782 717272

Martec training would like to take this opportunity to say a huge thank you to one of our longest serving members of staff Graham Simpson.

Graham has now retired after being an extremely valued member of the team at Martec training for nearly 14 years!

The 29th March was an emotional day at Martec, we held a surprise party for Graham where he received numerous gifts and mementos from the team and not forgetting a fantastic Stoke City Cake!

Well-known by most local garages due to his active role as Welfare Officer and Manager of the Recruitment & Marketing Department, Graham started off in 1997 as a placement officer.

We will all miss his Monday morning Stoke City match reports, cheery nature and quirky quotes! As a huge Stoke fan we all know he has his fingers tightly crossed for a very special trip to Wembley in April!

All the best Graham from your friends at Martec training!



Your Feedback is our improvement! From recent surveys and feedback sheets we have identified some issues regarding Information, advice and guidance Below are three issues raised and how we have responded THANKS FOR YOUR FEEDBACK!

Who Said?	What They Said.....	What We Did.....
Employers	My Apprentice is consistently under-performing and has developed a pretty bad attitude, what disciplinary procedures do I need to follow?	Apprentices are your employees so they should be treated the same as any other member of staff. We advise you to follow the disciplinary guidelines set in your company hand book. For further details please see the section 6 of our 'Apprenticeship Guide' which covers warning procedures, e.g.—Verbal, Written, Final and Gross Misconduct.
Learners	I really want to move on to do an Apprenticeship, but I am struggling to find someone to set me on. What is the best way to find a placement so I can do my qualification?	The best way to go about trying to find a placement is to go in and speak to employers face to face if possible, that way the employer can see how keen you are and is more likely to remember you. Writing letters and making phone calls 'can' work but doesn't tend have as much impact, especially as employers get inundated with applications at this time of year. Work experience can be a good 'foot in the door' and may turn into employment.
Parents/ Guardians	Is my son/ daughter entitled to any kind of money to attend Foundation Learning now that EMA has been stopped?	Unfortunately EMA can no longer be applied for by new learners. However , a new scheme has been introduced and you may be entitled to an allowance and travel expenses.