

# SWIFT'S FOCUS ON NEWSLETTER

NOVEMBER 2023



**Hello, and welcome to this month's focus newsletter.**

Inside you will see content contributed by our **Swift Champions**, each with their own speciality and focus targets. A special thanks goes out to our champions for contributing this month's content which includes:

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# APPRECIATION WITHIN THE WORKPLACE



The power of gratitude is undeniable. Spending even a few moments a day intentionally appreciating what we have in life can boost our mental health in a number of ways. Make sure to focus on gratitude this month.

“Appreciation can make a day, even change a life. Your willingness to put it into words is all that is necessary”

## Ways to show appreciation:

- Send a thank-you note or card.
- Give simple gifts.
- Offer to help.
- Recognize individual accomplishments.



To learn more about these ways of showing appreciation and how they convey that message of gratitude:

**CLICK HERE**



For more information contact this champion: [al@swiftcc.co.uk](mailto:al@swiftcc.co.uk)

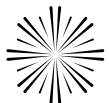
# REMEMBER THE 5TH OF NOVEMBER

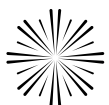


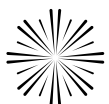
Many parents of children on the autism spectrum choose not to celebrate bonfire night because their children find it too distressing. The unexpected nature of displays can cause anxiety and stress, and for those with sensory issues, fireworks can be very disturbing.



**But there are ways to make bonfire night a positive experience:**

 Plan well in advance: Create a countdown calendar so your child understands when bonfire night will take place and make an itinerary of the evening in advance so that they realise what will be happening and when.

 Buy a set of headphones or ear defenders: Ear defenders can help to block noise and reduce the anxiety that people with sensory issues may experience.

 Set an example: Stay calm and have fun when you're watching fireworks with your child. Being around adults who aren't scared and are enjoying themselves can have a calming effect and encourage them to relax and have fun too!

To learn about more ways to be better prepared this Bonfire night check out ECL's website:

**CLICK HERE**



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# ADVICE ON STAYING SAFE



**When you're at home, out socialising or on holiday, it's important to protect yourself. Don't put yourself in situations where you could be at risk. Be alert, keep your home and belongings secure and always plan your journeys.**

There are several different situations where you may need to protect yourself. One of those is when you're out and about at night. You should, always:

- **plan** your night
- know how you're **getting home** - book a taxi or ask a friend or family member to pick you up
- **charge your mobile** and make sure you have enough credit to make calls
- keep **emergency numbers** in your mobile
- **stay with your friends** - agree a meeting place in case you get split up
- stay away from dark streets and alleys - **stick to busy areas** with plenty of street lights
- **check on your friends** - call or text them to make sure they're home safe

To learn more about situations where you may need to stay safe and how to go about doing that, check out nidirects website:

**CLICK HERE**



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# EMERGENCY CONTRACEPTION

**Emergency contraception is a type of contraception that you can stop you becoming pregnant if you've not had sex using another form of contraception or if you think it may have failed. This is also known as Plan B or the morning after pill.**



There are 2 types:

- Levonorgestrel, which must be taken within three days (72 hours) of having unprotected sex
- ellaOne, which must be taken within five days (120 hours) of unprotected sex



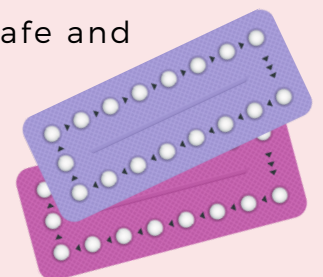
## Where can you emergency contraception from?

- Umbrella clinics
- Umbrella pharmacies (please check from the umbrella logo as not all pharmacies working in partnership with umbrella).
- Some NHS walk-in centres
- Some accident and emergency departments



## What is the cost?

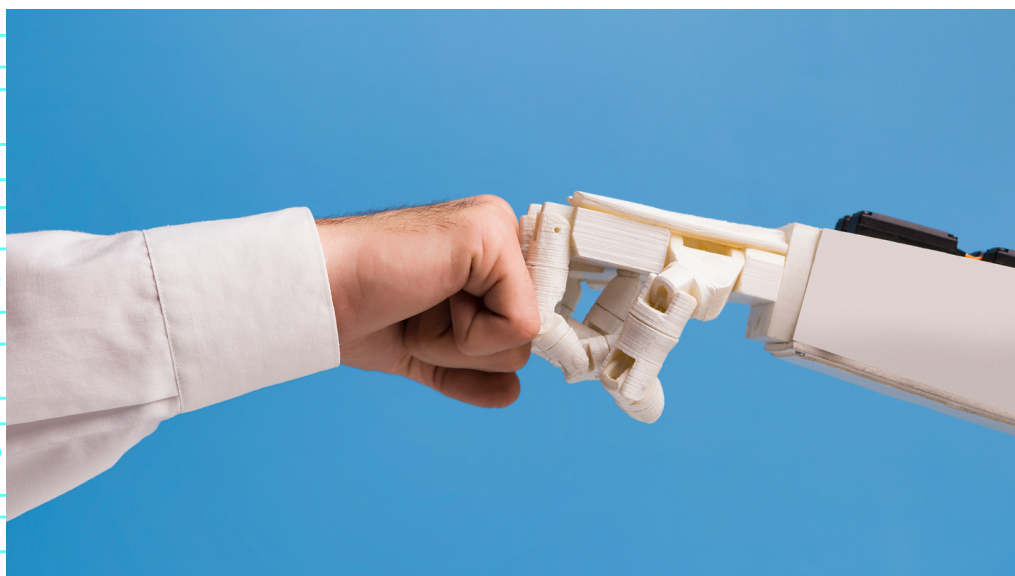
Emergency contraception is free as long as you have a consultation with a GP or umbrella pharmacist or attend a umbrella clinic. You should never be asked to take the medication in front of the pharmacist you should always be given the choice to take it when you are home or in a safe and comfortable location where you would prefer to take it.



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# ENHANCING FUNCTIONAL SKILLS WITH AI

In a world continually reshaped by technology, embracing innovative ways to enhance learning is becoming increasingly important. In the realm of apprenticeship training, Functional Skills Mathematics stands as a crucial foundation for success. With the integration of Artificial Intelligence (AI), learners can now harness a potent tool to improve their proficiency in this core subject.



## Here's how AI can be harnessed:

- **Personalized Learning:** AI-driven platforms like Century AI analyse learners' strengths and weaknesses, adapting content to their specific needs.
- **Real-time Feedback:** AI algorithms provide instant feedback on exercises and quizzes, helping learners identify areas that require improvement and track their progress over time.
- **Accessibility:** AI ensures that learning resources are accessible to all, making education more inclusive for those with diverse learning needs.
- **24/7 Availability:** AI-powered systems are available round the clock, allowing learners to access resources and support whenever it suits their schedules.
- **Engaging Content:** AI can generate interactive content, making learning not only effective but also engaging and fun

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# INFLUENCER MARKETING



The influencer industry was valued at a mere £1.4bn in 2016, escalating to £12bn by 2022. The digital age has given rise to various marketing strategies, with influencer marketing standing tall among the most effective ones. Brands, both big and small, are investing heavily in collaborations with online personalities to drive engagement, foster brand loyalty, and boost sales.



The influencer marketing sphere has shown no signs of slowing down, with projections placing its worth at an astonishing

**£20bn by the end of 2023.**



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# CHILDREN IN NEED 2023

Friday 17th November 2023



This year, BBC Children in Need are appealing to YOU to do your part to change young lives with The Great SPOTacular Appeal Night. This year's theme encourages you to be SPOTacular with lots of fun ways to raise money and take part in the appeal.



### Get all Dressed Up

Fancy dress is a really fun way to fundraise. Just pick a theme and collect sponsorship at school, work, or just out and about



### Bake Something Delicious

Everyone loves a bake sale. We have loads of recipes to help you whip up a range of treats to sell to your friends for donations



### Game to Give

Get sponsored to play your favourite games! There are so many ways you can use your passion for gaming to make a difference

To find out more about what is happening this year for Children In Need and how you can get involved:

[CLICK HERE](#)



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# THE IMPORTANCE OF SLEEP



**The average adult woman sleeps eight hours and 27 minutes per night. Studies show that women tend to sleep approximately 11 minutes more than men, however researchers found that women experience lower-quality sleep than men.**

## Common Sleep Problems for Women

- Insomnia
- Pain and Sleep
- Nocturnal Sleep-Related Eating Disorder (NS-RED)
- Restless Legs Syndrome (RLS) and Periodic Limb Movement Disorder (PLMD)
- Shift Work and Sleep
- Sleep Apnea

Check out the Sleep Foundations website to have a deeper look into what these mean and why. And ways that Women can improve their sleep:

**CLICK HERE**



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# OTJ MYTH BUSTERS

## Off-the-job training



### MYTH VS FACT

**“My apprentice will spend a lot of time away from the workplace”**



- Apprenticeships are about upskilling an individual. Reaching occupational competency takes time; for full-time apprentices this is an average of 6 hours per week for the duration of the programme.
- Many employers and apprentices have praised the positive effect that off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training.
- Off-the-job training must be away from the apprentice's productive job role and must teach new knowledge, skills and behaviours relevant to the specific apprenticeship. It can be delivered flexibly, for example, as a part of each day, one day per week, or in blocks.

**“Off-the-job training must be delivered by a provider in a classroom, at an external location”**



- This is not true. Off-the-job training can be delivered in a flexible way. This can be at the apprentice's usual place of work or at an external location. It can include for example, the teaching of theory, practical training and writing assignments.
- Providers have developed a range of delivery styles to suit employer and apprentice needs. Employers should work with them to decide when and where off-the-job training should take place and who is best placed to deliver it.

**“I need to document all of the apprentice's off-the-job training”**



- A training plan must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice's evidence pack needs to demonstrate what training has been delivered against the training plan.

**“English and maths counts towards the minimum requirement for off-the-job training”**



- This is not true: English and maths (at level 2 or below) does not count towards the minimum off-the-job training requirement.
- Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level of English and maths. Training for English and maths must be on top of occupational off-the-job training.

**“Off-the-job training can be done in the apprentice's own time”**



- An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's normal working hours\*. If planned off-the-job training is unable to take place, it must be rearranged.

\*Excluding overtime



Department  
for Education

Version: October 2023



# HOW TO VOTE



You need to be registered to vote before you can vote in UK elections or referendums.

You need to show photo ID when voting in person in some elections and referendums in England, Scotland and Wales. Check what types of ID you can use before you go to vote.

## Ways of voting

You can vote:

- in person at a polling station
- by post
- by applying to have someone else vote for you

## Eligibility to vote

You can vote when you're:

- 18 years old in England and Northern Ireland
- 16 years old in Scottish Parliament and local elections (and other elections when you're 18)
- 16 years old in Senedd Cymru (Welsh Parliament) and local elections (and other elections when you're 18)



For all the information and links on how to vote:

**CLICK HERE**



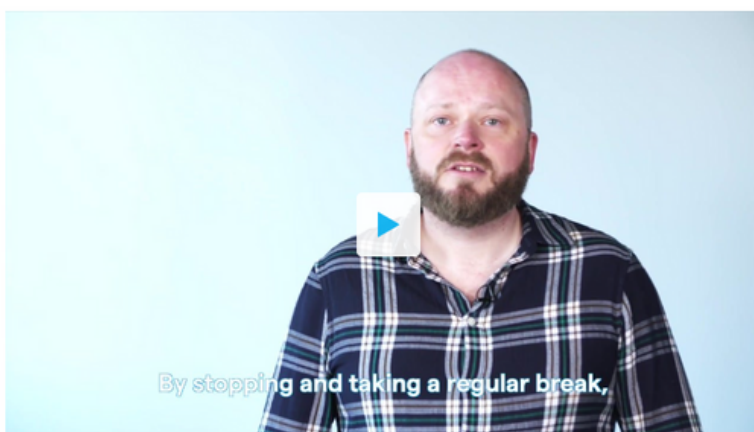
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# NATIONAL STRESS AWARENESS DAY

2 November 2023



National Stress Awareness Day was set up by the International Stress Management Association, with the mission of raising awareness of the effects of psychological distress in the workplace and strategies to address it. The day also aims to reduce stigma of stress in the workplace.



## Managing Stress

Mental Health UK Team

Stress is a big issue for Britain today. In the UK's largest ever stress survey, 74% of people said stress has made them feel overwhelmed and unable to cope. But there are lots of little ways you can help manage stress every day. Andy and Dave from Mental Health UK share some of the ways they handle stress at work, and some small changes which can really make all the difference.

[Coping with stress](#)

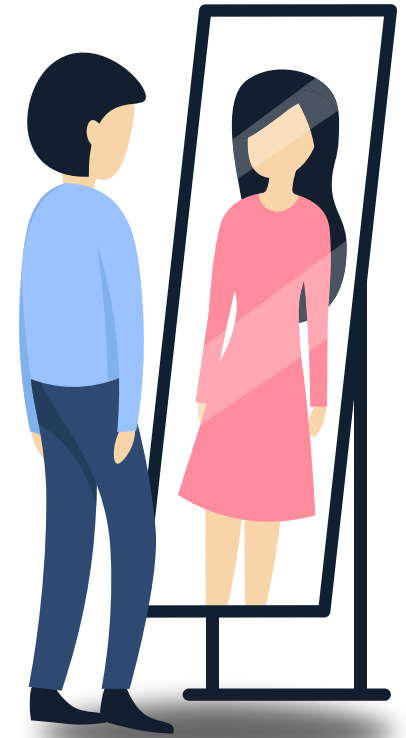
To have a look at tips and ideas covering the key areas of health and wellbeing to help you manage your mental health and feel your best self. Check out Mental Health UK's website:



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# TRANSGENDER AWARENESS WEEK

Mon, 13 Nov 2023 – Sun, 19



## What does it mean to be transgender?

Being transgender is a term used to describe a person whose gender identity does not match the sex they were assigned at birth. It is a gender identity that is independent of biological sex and is may be accompanied with a strong desire to transition to the gender with which one identifies. Transgender people may identify as female, male, nonbinary, gender non-conforming, or another gender identity that is not binary.

## What is Transgender Awareness Week?

Transgender Awareness Week is a week when transgender people and their allies take action to bring attention to the community by educating the public about who transgender people are, sharing stories and experiences, and advancing advocacy around issues of prejudice, discrimination, and violence that affect the transgender community.

Access over 100 verified UK Trans support groups and locate one close to you. Detailed profiles offer specific information on the scope of support provided, meeting schedules and contact information:

[CLICK HERE](#)



TRANS  
AWARENESS  
WEEK  
NOVEMBER 13 - 19

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# RECRUITMENT AND RETENTION WITHIN NURSERIES

The early years skills gap has increased by over 2 per cent in the last five years, putting 'immense pressure' on setting managers' workloads and stress levels', according to new research. Reasons may include:

- Staff are not aware of the day-to-day reality of working in an early years setting. Managers felt that incoming staff had the idealistic view that they would be "playing with children" whereas the reality of the role involves much more than this.
- The lack of flexibility and a poor work-life balance has resulted in some staff moving to school-based settings where term time and school hours-only contracts give them a better quality of life.
- There is better pay and less responsibility working in other industries, such as retail.
- The pressures of working through the Covid-19 pandemic, including workers from overseas returning to their home countries, have led to a gap in the early years workforce.



## Recruitment and retention crisis has increased the skills gap in the early years workforce

Katy Morton  
Wednesday, October 18, 2023

The early years skills gap has increased by over 2 per cent in the last five years, putting 'immense pressure' on setting managers' workloads and stress levels', according to new research.



According to analysis by NCFE, the early years skills gap has increased by more than 2 per cent in the last five years, PHOTO: Adobe Stock

To learn more about this news then check out the Nursery World article:

**CLICK HERE**

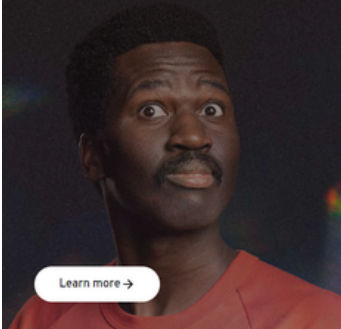
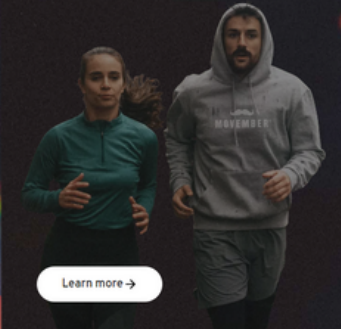
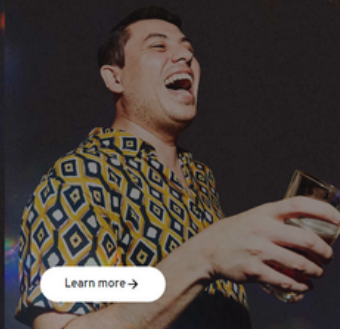
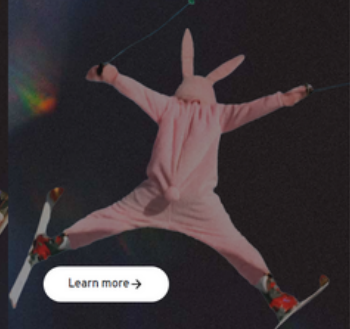


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# MOVEMBER



Movember is an annual event involving the growing of moustaches during the month of November to raise awareness of men's health issues, such as prostate cancer, testicular cancer, and men's suicide. From humble beginnings in Australia in 2003, the Movember movement has grown to be a truly global one.

<p><b>GROW A MO</b></p> <p>Growing a Mo is like wearing a symbol representing healthier men and a healthier world, all Movember long. It shows everyone you walk past that men's health matters to you.</p>  <p><a href="#">Learn more →</a></p>	<p><b>MOVE FOR MENTAL HEALTH</b></p> <p>Move is how The Order of Mo remembers the 60 men suicide takes globally, every hour. To take part, all you have to do is run or walk 60km over Movember.</p>  <p><a href="#">Learn more →</a></p>	<p><b>HOST A MO-MENT</b></p> <p>Make having a good time your goal and you won't go wrong. Get your believers, supporters and followers around. Host an event that raises awareness and funds for men's health.</p>  <p><a href="#">Learn more →</a></p>	<p><b>MO YOUR OWN WAY</b></p> <p>There are many ways to better men's health. And if you believe doing your own thing is it, we're 100% getting behind you.</p>  <p><a href="#">Learn more →</a></p>
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To learn more about Movember: the history, how to get involved and what activities are taking place:

**CLICK HERE**



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# THE IMPORTANCE OF PLAY WITHIN EARLY YEARS

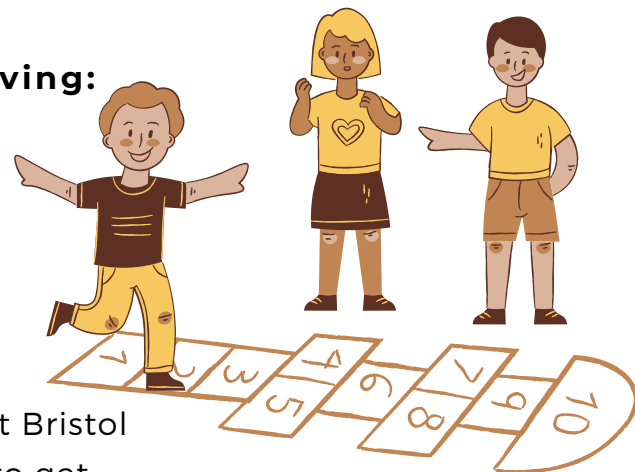


With more access to technology like television, tablets, and smartphones than any other generation, children around the world are getting less exercise.

A recent study by [Bristol University](#) results suggested that between the ages of 6 and 11, children in the UK lose an hour of exercise each week of the year, with an even greater fall in activity levels on weekends.

## Here are some activity ideas to get moving:

- Simon Says
- Hide -and -Seek
- Tag
- Musical Chairs
- Duck, Duck, Goose



To learn more about the importance and what Bristol university found, as well as some game ideas to get the children moving:

[CLICK HERE](#)



For more information contact this champion: [Tanyaf@swiftcc.co.uk](mailto:Tanyaf@swiftcc.co.uk)



# WORLD COMMUNICATION WEEK

November 1st to 7th

World Communication Week is the first week of November, from November 1 to 7 every year, and we've got the most sensational tidbits that are going to leave you spellbound. We humans have mastered many forms of communication – verbal and non-verbal. Communication happens through many forms and channels.



## This month's signs are:



Try to encourage learners to use different forms of communication and teach children, e.g., Makaton signing, one word in a different language, etc to show inclusivity and promoting diversity.

To learn more about this week, the history and how to get involved:

[CLICK HERE](#)



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# SHARING SUCCESSES

“ We have had more distinctions this month and first time pass rates! ”

“ Our Tutor Demi has started her new teaching qualification ”

“ We are over performing the average at NCFE for retention and EPA success ”

“ Demi is trained from Umbrella for STI Kits ”

“ Assessors have done a great job with implementing recent standardisation areas ”



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