

**Keeping Excellence in
Training Standards**

KEITS NEWSLETTER

September 2006

What a summer - it's certainly been a hot one with the amazing end of year results!!! Read on for more info.

In addition to the regular features, this edition sees The Employer of Excellence Award and First Aid & Health and Safety advice.

Learner of the Month - KEITS would like to congratulate recent learners of the month:

April 06 - WILLIAM WOOD

Billy completed his Horse Care Apprenticeship at Hempstead Equestrian Centre, KEITS Assessor being Bonita Boyd. Although he did not find his Apprenticeship easy at times, his pure determination, hard work together with the support given by his employer and from his parents, these were the quintessential ingredients to his success. Billy also achieved his Key Skills at a higher level than required for the framework and is now looking to train as a farrier.

May 06 - NICOLA FAIL

Nicola completed her Floristry Apprenticeship at Susan's Florists. Not only was Nicola's work to a high standard but she also completed her framework well within her planned end date. This was only possible with hard work by Nicola combined with good support and encouragement from both her employer and her KEITS Assessor, Melanie Webb.

June 06 - KATIE TODD

Katie recently completed her Horse Care Apprenticeship at JP Livery, KEITS Assessor being Jacqui Pritchard. Katie completed her framework well within her planned end date and with the knowledge and confidence that she has gained from her Apprenticeship, Katie has now progressed onto the Horse Care Advanced Apprenticeship programme.

July 06 - KATE REED

Kate has completed her Animal Care Advanced Apprenticeship at Wigmore Veterinary Practice, KEITS Assessor being Nicola Field. Rebecca Diamond (KEITS Director of Assessment & Awards), who recently internally verified Kate's NVQ portfolios, nominated Kate as she had produced excellent work.

£15 voucher on the way to all of you for being awarded KEITS learner of the month.

Words from the Chief Executive, David Rose:

"Well done to all the above as well as all our learners whom have successfully completed their full awards/end aims during the past contract year. I would also like to thank and congratulate the KEITS Training & Assessment Consultants (Assessors), without whose hard work, commitment and support to their learners, the high % rate of framework completions we are seeing, would not have been possible".

*****Do you need staff?*****

KEITS new & improved website, www.keits.co.uk offers free of charge vacancy advertising to KEITS Approved Training & Assessment Centres or Apprentices seeking employment. To advertise, please contact: KEITS Head Office on 01923 854 586 or email info@keits.co.uk

Note to ALL Employers....

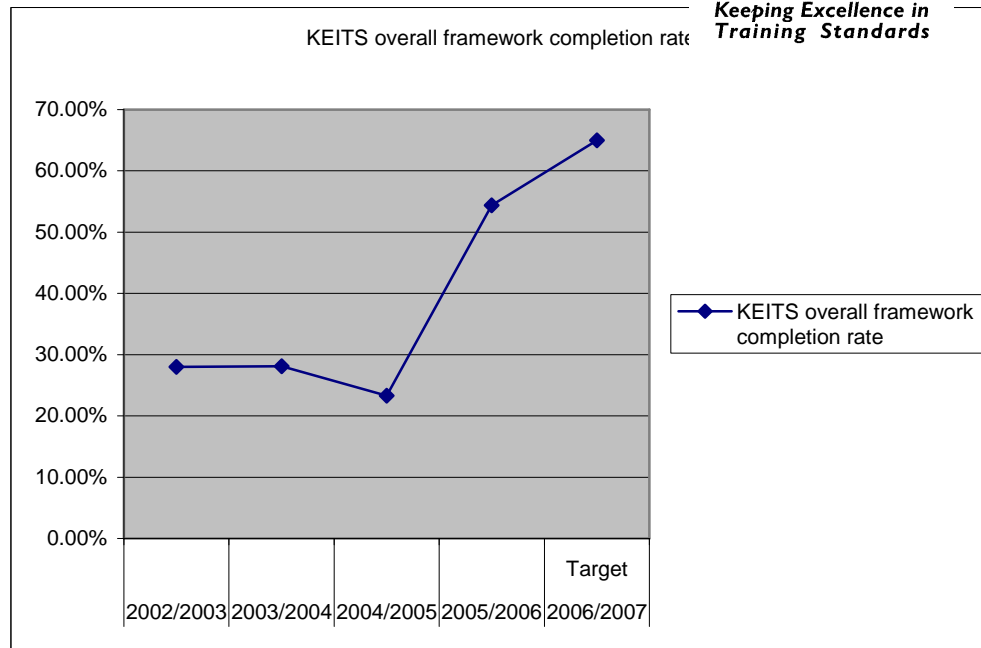
**... Do you know
that you no longer
need to send in
attendance declarations?**

Results, Results, Results ...

KEITS are delighted with fantastic year-end results with an overall framework completion rate of 53.4%, exceeding the government national standard of 40% for the landbased sector.

In order for KEITS to secure contracts with the LSC in the forthcoming years our achievement rate is required to be at 65% as a minimum.

We are confident that this will be achieved with the continued support of you and your staff and look forward to future successes in 2006/07.



'We are proud that we work with so many excellent employers and businesses; it is with your support, not only to KEITS, but most importantly to your staff (our learners), by encouraging them to obtain further knowledge and work towards widely recognised qualifications, all delivered within the workplace, 'apprenticeships' in the true sense of the word',
David Rose, KEITS Chief Executive

KEITS Aim:
Learners, employers and assessors must work together to achieve the target of 65% framework completion for 2006-2007...



Employer of Excellence (2006)

KEITS team would like to award Employer of Excellence (2006) award to:

**Anita Hall
Whitfields Farm**

an Equine Employer based in Reading, Berkshire



All three learners (1 apprentice and 2 advanced apprentices), successfully completed their frameworks to a very high standard, one of which was Helen Firth who recently was awarded learner of the Month.

The above was made possible as Anita gives her staff lots of her time through training and support. Training materials are provided as well as outside instruction when required for her learners.

Anita together with her team were very supportive during the ALI inspection last November and more recently during a Key Skills External Verification visit by City & Guilds.

KEITS Assessor, Kate Skirrow, added the following "Anita and her team have been very supportive to me as a new assessor and KEITS member of staff, making my job easier and very enjoyable".

HEALTH AND SAFETY MATTERS...



Carol Reeves, KEITS Senior Manager for Health and Safety and Equal Opportunities: *"I hope that you have all had a great summer and are enjoying a wonderful September! As always, the seasons can affect our working conditions, in terms of temperature, especially when working outdoors. So now is the time to prepare for the darker, colder working days. This could be a good time to check your portable electrical fittings, such as heaters, before the colder weather sets in. As always, I hope that you find the information useful, if you have any questions or concerns, please feel free to contact me."*

*****An Opportunity Not To Miss!*****

KEITS will be holding an Employer Event on Thursday 26 October 2006 in Letchworth, Hertfordshire.

The day will be highly informative covering the following topics:

- Learner safety in the workplace
- Practical resolutions for small businesses
- Preventative measures

It will be a great opportunity for employers to meet and exchange best practice during the buffet luncheon.

For further information on this event please contact: Anna Sherriff on 01923 854 586

(Please note, that a minimum number of delegates will be required in order to run this workshop, so if you are planning to attend, please book your place ASAP)

Fire Safety Law

The Fire Safety Law is changing. The law will emphasise preventing fires and reducing risk.

If you are:

- Ø Responsible for business premises
- Ø An employer
- Ø A voluntary organisation or charity

..then you must act by October 1st 2006

It will be YOUR responsibility to ensure the safety of everyone who uses your premises, and in the immediate vicinity

What you have to do:

You must carry out a fire risk assessment in your own workplace. The aim is to keep people, and your premises safe from fire.

How you can do this:

- Ø List the hazards
- Ø Identify who could be at risk
- Ø Evaluate and act
- Ø Record, plan and train
- Ø Review

KEITS will be sending out a Fire Safety Risk Assessment Guide shortly, but you can also:
Ø View www.communities.gov.uk/fire for further information
Ø Contact your local Community Fire Safety Officer or your local Fire & Rescue Service - you should find them helpful.

For example, Hertfordshire Fire and Rescue service will if required ensure that your personnel are trained in fire procedures. E-mail: commercial.training@herts.gov.uk

Health and Safety Guidance for Inspections of Horse Riding Establishments and Livery Yards

The Chartered Institute of Environmental Health has recently produced a CDROM titled as above. It is very comprehensive and worth a look.

T: 0207 928 6006 E media@cieh.org

Useful Websites:

- www.keits.co.uk (KEITS)
- www.hse.gov.uk (Health & Safety Executive)
- www.skillbasetraining.co.uk (First Aid Training)
- www.firstaidessentials.co.uk (First Aid Equipment)
- www.cieh.co.uk (Chartered Inst. of Environmental Health)
- www.workexperience.co.uk (Simulus Education Services)
- www.besafe.co.uk (Protective Clothing & Safety Signage)

First Aid at Work – what are your requirements?

The Health & Safety (First Aid) Regulations 1981 require you to provide adequate and appropriate equipment, facilities and personnel, to enable first aid to be given to your employees if they are injured or become ill at work. What is adequate and appropriate will depend on the circumstances in your workplace and you should assess what your first aid needs are. The Health & Safety Executive provides a very useful leaflet that can be downloaded from the HSE website, that helps you to assess your needs: <http://www.hse.gov.uk/pubns/indg214.pdf>

The suggested number of first aid personnel available at all times is below, but where there are special circumstances such as remoteness from emergency medical services, there may be a need for increased provision:

Lower Risk Businesses (1-49 staff)	ø At least one Appointed Person
Medium Risk Businesses (1-19 staff)	ø At least one Appointed Person
Medium Risk Businesses (20-49 staff)	ø At least one First Aider (HSE approved First Aid at Work)
Higher Risk Businesses* (1-5 staff)	ø At least one Appointed Person
Higher Risk Businesses* (5-50 staff)	ø At least one First Aider (HSE approved First Aid at Work)

*Equine businesses are usually classified as Higher Risk

KEITS provide First Aid courses regularly (through SkillBase Training), with discounts for delegates from KEITS Approved Training & Assessment Centres. Contact KEITS Head Office (01923 854 586) to book.

	KEITS Apprentices/ Advanced Apprentices	KEITS Approved Training & Assessment Centres	Other delegates
1 day appointed person course	Free of Charge	£30	£50
4 day First Aid at Work (HSE)	£170	£200	£220

First Aid Essentials are offering KEITS Approved Training & Assessment Centres 5% discount on purchases. They have an extensive range of stock, including standard first aid kits, bum bags (excellent for riding) and even pet kits.

For a catalogue:
w: www.firstaidessentials.co.uk
t: 0845 095 8012
e: sales@firstaidessentials.co.uk

Share your news, views and concerns with other Employers!

Do you have any interesting health and safety events, incidents, problems etc., to share with other employers - serious, or amusing? Phone, send or email them to me for insertion in the next issue of 'Health & Safety Matters...

Likewise, any enquiries or advice about Health and Safety or Equal Opportunities, contact:

Carol Reeves

KEITS Senior Manager for Health & Safety and Equal Opportunities

T: 07932 976002

E: carol.reeves@keits.co.uk



On behalf of the KEITS team:

David Rose, KEITS Chief Executive

KEITS aspire to be an equal opportunities employer and encourages applications from individuals from under-represented minority groups.

KEITS also aims to disseminate information on Health and Safety and Equal Opportunities and Diversity to KEITS approved businesses.

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