



## Newsletter December 2007

Welcome to the Winter Edition of the KEITS Newsletter

### New staff at KEITS

"We would like to welcome our four new members of staff to the Keits team"

**Gemma Smith, Fred Hodges and Zara Pawley** who are working as Training and Assessment Consultants in Horse Care

**Lee Townsend** who is working as a Training and Assessment Consultant in Business Management and Horse Care

### Learners' Success Stories!

**Emma Hale** from **Ditchling Common Stud** has won a gold medal for two oranges and a peg at the International Skill-At Arms competition for the British Tentpegging Association (BTA), between the UK and South African ladies teams. South Africa is the strongest mounted Skill-At-Arms country in the world and no UK team has been as successful against South Africa in the past. What an achievement!

**Emma Reid** from the **Dutch Flower Company** has won Oasis Smithers Academy Final. In the last few months heats have been taking place throughout the country to find the six finalists for the 2007 OASIS® Academy Final Competition. This year's heats have been a resounding success with more enthusiastic florists than ever taking part, in a bid to get top marks and a chance to take part in the final competition. The thrilling final competition takes place at the annual Society of Floristry show 'Three Weddings and a Funeral'. Emma will now have the opportunity to help OASIS® floral Products with events and photo shoots and work alongside OASIS® Ambassador. Congratulations Emma!

**Lenka Todorovova** from **Netherwyld Farm** and **Michaela Holoubkova** from **Upperwood Stud** have both completed their NVQ 2 in Horse Care. Both Lenka and Michaela are Eastern Europeans, having equine experience in their own country and have spent the last year or so in British equine jobs. They have worked really hard to improve their written and spoken English language, especially in learning the equine terminology which can be another language in itself! Kate Skirrow was their assessor and said the following about them. "They have been a pleasure to work with, always completing the tasks that I set them. Both girls have completed early and are considering progression depending upon their English language improvement" Well done to them!

**Lee Compton** at **Colchester Zoo** achieved his full Apprenticeship last month after moving departments within the Zoo and also having a change of Assessor mid way through his program which is never easy. Lee started out on the farm section at the park and has been moved during his program to become an integral part of the falconry team. He has shown good personal development as well as skill development since he started the programme. The course has been able to offer him focus and drive over the past two years. Well done Lee!

**Carrie Bowman** from **Stags End Equestrian Centre** was part of the winning scurry team driven by Gareth Roberts at HOYS this year in the Osborne Refrigerators Double Harness Scurry with Dark Horse Fred & Barney. The team won the large section and then went onto to take the championship. Well done!





## Livery Yard Licensing

**From left to right:**

Jamie Stevenson  
Business Support Manager

Lucy Williams  
Apprentice Groom

Casey Vince  
Apprentice Groom



**From right to left:**

Anna Sherriff  
Business Development Consultant

Alex Quinlan  
Yard Manager

Carrie Noble  
Environmental Health Officer  
St Albans City & District Council

Layla Hearn  
Senior Groom

### **Attention Livery Yard Owners!**

As a result of the recently updated Animal Welfare Act 1974, now the Animal welfare Bill 2006, Livery yards, as well as Riding Stables or schools, will have to be Licensed, possibly in 2008, or 2009.

Environmental Health Inspectors, through Local Authorities, are already beginning to inspect livery yards, in terms of Health & Safety. KEITS has already, in partnership, with St Albans County Council and the Health & Safety Executive (HSE), held Health & Safety seminars on this forthcoming change and the implications. The idea is to provide information in advance, so that livery yard owners will be better prepared.

A useful and really comprehensive document "Health and Safety Guidance for Inspections of Horse Riding Establishments and Livery Yards" can be obtained via [www.ciegh.org](http://www.ciegh.org) or email [cieh@dial.pippex.com](mailto:cieh@dial.pippex.com)

Tel: 0207 928 6006

### **Funding Available South West & Greater London**

Funding for over 25yrs is available in the South West and Greater London regions to complete a full Apprenticeship or Advanced Apprenticeship in the land based sector.



### **Funding Available South East**

Funding for over 25yrs is available in the South East region to complete a level 2 or a level 3 NVQ within the land based sector.



### Did you know.....?

That by taking the Level 3 Coaching Unit it is now accredited to the BHS Register of Instructors.



### IOSH Working Safely Courses

This programme is aimed for all staff enabling them to gain knowledge and understand their role & responsibilities in a safe and healthy working environment.

The course is for one day and covers topics such as:

- Health and Safety at work legislation
- Duties of Employers to Employees
- COSHH
- Risk Assessments

The next date for this course at our Radlett Training Centre is: **Thursday 7 February 2008**

For more information or to book your place, please contact Anna on 01923 854586

### Business Management

This award has proved to be very popular over the past year across a broad range of sectors. We have been able to provide Team Leading and Business Management to Stables, Kennels, Florists, Assessors, Event Managers, Landscape companies, Vets and even a company that provides animals for film productions.

There have been high achievement rates and according to learners it has been an interesting and rewarding award.

There is currently funding for this award for both 16-24 year olds and over 24 year olds.

**Please contact Head Office on 01923 854586 for further details**

### Do you employ young people (16-18 years old)? Do 14-16 year old children attend your business for work experience?

Then you must ensure anyone in your business who is coming into supervisory contact with those young people when they are working have been cleared by the Criminal Records Bureau.

For more information contact KEITS who can arrange CRB checks for you. The fee is £62.50

### Well Done!

Well done to **Mel** and **Kay** our Floristry Assessors for passing their City & Guilds Licentiatehip in September 2007.

This award recognises five years of professional development, after achieving a level 3 qualification. Mel and Kay will now be fully recognized at the level of Master Craftsman in Europe and towards the level of National Vocational Qualification (NVQ) Level 4.

### Congratulations!

To all of our learners for their high quality standard of work and excellent portfolios enclosing an extensive range of evidence. It has been noted from our recent External Verifier inspections for Business Management, Horse Care, Animal Care, Floristry and Key Skills that the standard of work from learners has been outstanding.



## EMPLOYERS- HOW ARE YOUR STAFF WELFARE ARRANGEMENTS?

Your employees are entitled under the Workplace (Health Safety and Welfare) Regulations 1992 to the following:

- **Sanitary conveniences and washing facilities** must be provided together and in a proportion to the size of the workforce. Special provision should be made for disabled workers and there should normally be separate facilities for men and women. There should be adequate protection from the weather. A good supply of warm water, soap and towels must be provided as close to the sanitary facilities as possible. All facilities should be well ventilated, lighted and cleaned regularly.
- **Drinking Water** must be readily accessible to the entire workforce. The supply of water must be adequate and wholesome. Normally mains water is used and should be marked as "drinking water", if water not fit for drinking is available.
- **Accommodation** for clothing and facilities for changing clothing must be provided which is clean, warm, dry, well ventilated and secure.
- **Facilities for rest and eating meals** must be provided so that workers may sit down during break timers in areas where they do not need to wear personal protective equipment.
- **No smoking** is allowed anywhere in the workplace 2007.
- **Arrangements must be made to ensure that** food is not contaminated by hazardous substances.



### KEITS Assessor Review & Assessment Requirements

Can we politely remind Employers to assist KEITS assessors by:

- Providing a suitable, warm and private room for learner's reviews and portfolio checks.
- Allowing Assessors a minimum of 2 hours for each learner review/assessment.



I am delighted to be able to report that an overall framework completion rate of 61.6% was achieved by KEITS for the contract year ending 31 July 2007. This was way above the government's national benchmark set at 40% and continued improvement from our previous contract year's achievement rate of 52.1%.

We have been successful in securing additional contracts this year, allowing more learners and businesses to benefit from KEITS provision and further strengthening the industries we work within.

Our current performance is excellent, way above the 65% target that we have set ourselves for this contract year. We are confident that this will be maintained with the continued support of you and your staff and look forward to future successes in 2008.

David Rose



***Merry Christmas and Happy New Year on behalf of the KEITS team:***

**David Rose, KEITS Chief Executive**

KEITS aspires 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.

#### **KEITS Head Office:**

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