



Highlights this issue: Welcome to the 24th issue of the **Learning @ British Bakeries (L@BB)** newsletter. In this month's festive edition, find out about the outcome of the European Computer Driving Licence (ECDL) Test Centre annual audit, the latest developments at Eastleigh and have a go at the Christmas crossword, the latest achievers as well as forthcoming visits. I hope you enjoy reading this issue.



David Massey
Learning Centre Co-ordinator

Learner Statistics (Figures / Data is correct up to 12/12/06):

Total number of enrolments on learndirect courses during 2005	103
Total number of enrolments on learndirect courses since 01/01/06	53
Total number of enrolments on learndirect courses since opening	284
Total number of completed learndirect courses during 2005	54
Total number of completed learndirect courses since 01/01/06	53
Total number of completed learndirect courses since opening	162
Total number of learners actively working towards ECDL	65 (incl. satellite sites)
Total number of learners who have completed the BCS IT User Level 1	16 (incl. satellite sites)
Total number of learners who have completed their ECDL	16 (incl. satellite sites)

Season's Greetings and Best Wishes for 2007:



David Massey, Learning Centre Co-ordinator and Pete Russell, Karen Hooper, Union Learning Reps (ULRs) within the L@BB Learning Centre would like to wish all past, present and future learners a 'Merry Christmas and Very Best Wishes for 2007. We look forward to continuing to support you in the new year with your learning'.

ECDL Test Centre Annual Audit Outcome:

Heather Pitch from the British Computer Society (BCS) was present on Tuesday 31st October for the annual Test Centre audit in relation to the IT qualifications we offer, such as the European Computer Driving Licence (ECDL) in a variety of sites across the country through the main lead Test Centre in the L@BB Learning Centre at British Bakeries, Plymouth.



Overall, the audit went very well and the test centre was successful in receiving the highest grade, being 'A' for the second consecutive year. Heather made the following comments in the audit report:

"I met with David Massey, Centre Manager and was able to chat informally to one candidate. Once again, I am very pleased to report that David manages this Centre in an exemplary manner. He is frequently visited as a model of best practice (by, eg, Fujitsu and Sainsbury's) on the recommendation of the TUC and the Unions. I have absolutely no hesitation in awarding another Grade A. Very well done."

This means you can continue to be rest assured that you are receiving the highest level of quality learning and testing provision in terms of delivering such qualifications.

Skills for Life – Christmas Crossword:

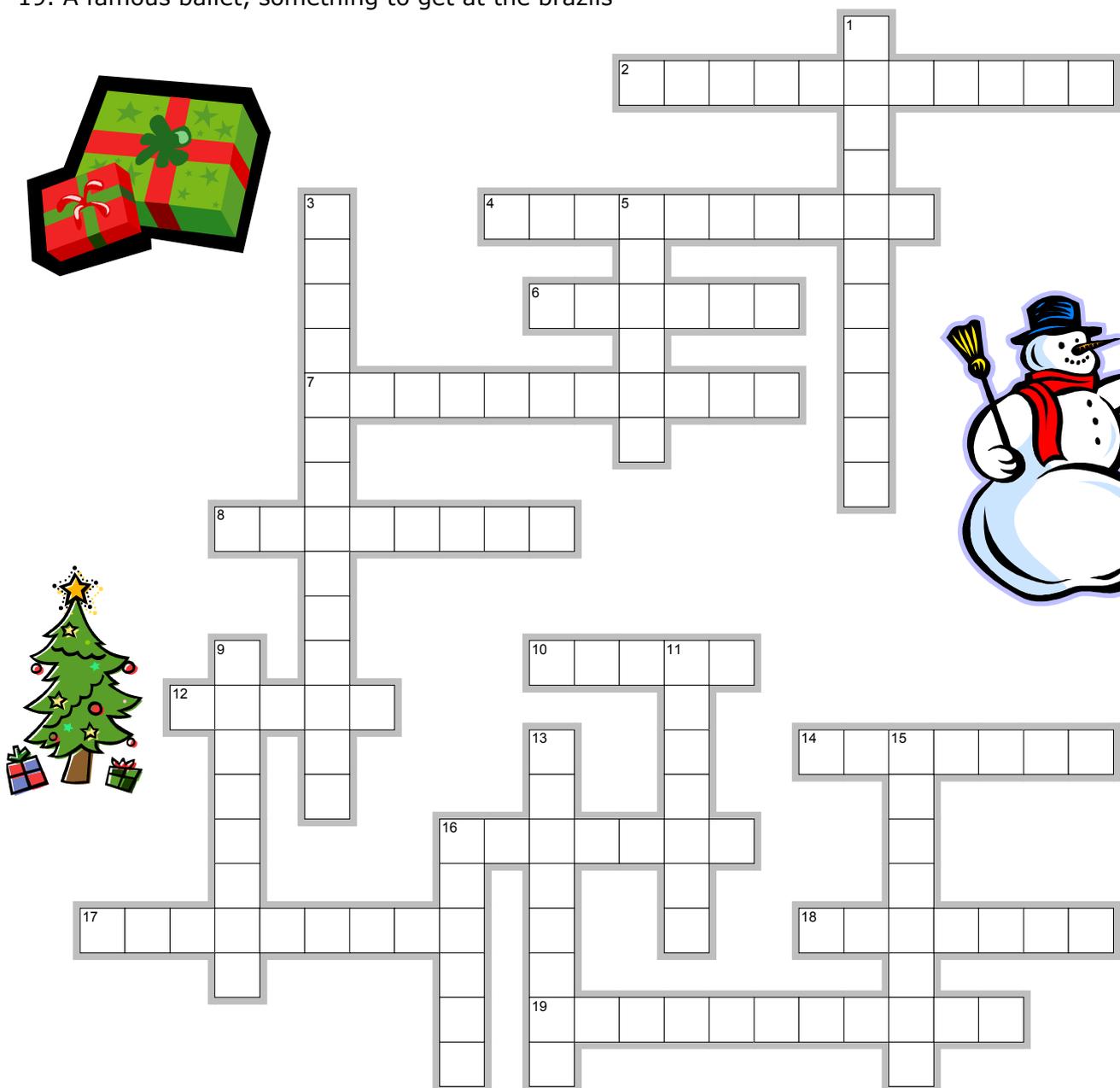
Find the following words in this fun festive crossword below, which will improve your spelling and reading skills.

Clues Across:

2. Served with brandy sauce
4. Cockney rhyming slang for eyes
6. Festive bird
7. His catch phrase is yo ho ho
8. Expect a large bang when you pull one of these
10. A girl's name also Christmas decoration
12. Dish washing liquid or an ornament for the tree
14. Everyone's favourite vegetable
16. A man to melt in your hands?
17. It's traditional to kiss under this
18. He had such a red nose
19. A famous ballet, something to get at the brazils

Clues Down:

1. A special drink to warm you up
3. You place your presents under this
5. Christmas songs
9. A play put on by children for Christmas
11. Does Father Christmas live here?
13. Something you hang up on Christmas Eve
15. Santa's trusty steed
16. An anagram of hi legs



Additional ECDL Satellite Sites:

Gunstones Bakery and Pennine Foods, Sheffield (Northern Foods Sites), which produce a variety of baked and chilled recipe products are the latest sites to become ECDL Satellite Sites, which will provide testing through the lead accredited ECDL Test Centre in British Bakeries Plymouth. David Wallace (Pennine Foods ULR) and Pauline Worsnop (BFAWU Learning Services Project Worker) have been trained up by David Massey during November to deliver the tests.

Other Learning Centres / Sites - Latest News and Achievements:

British Bakeries Eastleigh Learning Centre:

The learning centre at British Bakeries Eastleigh had its first ESOL course start with the session on Tuesday 21st November. The session was a week behind schedule, however it received a good turn out, with approximately ten learners for the first session. Hopefully more learners will attend when the word gets around! Take a look at the pictures below, which show some of the learners participating in the first session.

Amanda Stevens, BB Eastleigh ULR



Latest Achievements:

Learndirect Achievers:

Well done to the following learners, who have completed their learndirect course recently:

Stuart Priestley
Maxtrax

Joyce Rendle
Measuring Up

ECDL Achievements:

Well done to the following learner, who has passed an ECDL test recently:

David Gamble
Module 5: Database

Once again, well done to the above learners and keep up the good work!



Getting a Computer for Christmas?



If you're getting a computer system for Christmas or in the January sales, then make a New Year's Resolution and enrol on a computer course within the L@BB learning centre! There are many IT / Computing courses available from basic to advanced levels, including the European Computer Driving Licence (ECDL) qualification.

2006 Achievements:

On reflection of 2006, we've yet again had many learners enrol on courses, achievements and successes. Since the learning centre opened, we've now had well over 300 learners participate in learning, which I personally feel has been a huge success. However this achievement couldn't have happened if it wasn't for you – the learners!

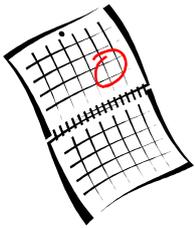
There are many reasons to participate in learning, so don't be afraid to come and try a taster session or complete a course or take up the challenge of working towards a qualification. The benefits could include being able to help your children, increased confidence, learn new or improve your existing skills, being able to use a computer effectively and improved job prospects.

Looking ahead to 2007, the learning centre team will continue to support you in the New Year and beyond with your learning. Take a look at some of the exciting new additions to the learning centre in this issue, which include the expanded library of books within the resource area and what's coming in the New Year in terms of the new partnership with Plymouth Library Services.

David Massey, Learning Centre Co-ordinator

ECDL Testing:

Please remember, that if you have completed your module and would like to access it to refresh yourself before your ECDL test, see the Learning Centre Co-ordinator or one of the ULRs to re-activate your course.



ECDL Testing:

If you are ready to take your first or next ECDL test, then please book your test now.

ECDL tests can also be booked on a flexible basis to fit in with you, just see the Learning Centre Co-ordinator to book a suitable time.

Quick Reads Arriving Soon:



The learning centre is awaiting delivery of a series of Quick Reads books. The idea of these books is that they are easy and quick to pick up and short to read and are written by best selling writers and celebrities. Feel free to come and pick up any of these new books to read or borrow. On arrival the Quick Reads books will join and add to the Resource Area within the learning centre.

Look out for even more Quick Reads books in 2007, which will feature a variety of new books written by leading authors, publishers, book retailers and celebrities.

Resource Area:

As many of you are aware, a variety of books and resources are available within the Resource Area in the learning centre, which include IT / Computing basic to advanced levels, Skills for Life books and resources, digital imaging, general reference, dictionaries, ECDL learning resources and much more. Learners are able to use the books within the learning centre as well as borrow books from the library area. Books can be used in conjunction with learners working on their course to support their learning, just to read for pleasure or to get you back into reading.



Book Swap:

If you are interested in expanding the above resource area, then please bring in any unused books from home. Any books will then be added to the existing books for all employees to access.

Resource Area – Library Expanding:

As you have read above the resource area is growing in size due to new additions, such as the Quick Reads books. The latest development is to make a partnership with Plymouth Library Services (Plymouth City Council) to be able to have an even greater library resource area available for employees. More information will follow soon.



Hopefully, very soon I will be able to announce further details of this new partnership for you all to take advantage of. This will mean you will be able to access a variety of new books and resources within the learning centre as well as borrow them. There will be a selection of books available such as local interest, reference books, novels, cookery books and much more. You'll be able to read the books for pleasure or use them to support your learning if you are on a course.

BFAWU ULR Conference:



The annual BFAWU ULR Conference will be taking place during 12th to 14th January at the Britannia Hotel, Wigan. During the conference, a variety of presentations, updates, information and workshops will be delivered focusing on the agenda of workplace learning, learning centres and ULRs as well as other learning initiatives.

Skills for Life – Literacy Sessions:

Do you want to improve your English skills – grammar, spelling, reading, listening, writing and vocabulary skills?

If the answer is yes, then attend the literacy sessions, whether you want to improve your literacy skills to help your children, refresh your skills, gain a qualification / certificate in Adult Literacy or to increase your confidence and ability to fill in forms or write letters.



There are many reasons to improve, develop or refresh your literacy skills. For example:

- Gaining more confidence / self esteem
- Helping your children with their school work
- Reading books
- Improving your accuracy
- Writing cards, letters, envelopes
- Improving your efficiency
- Filling in forms
- Improving your communication skills
- Understanding your payslip or information from your employer
- Understanding and reading your electricity and other energy bills
- Enjoying crosswords or a TV word quiz show
- Understanding Health and Safety signs correctly and consequently improving your own Health and Safety

The sessions cover such areas as grammar, spelling, reading, listening, writing and vocabulary skills as well as from time to time being able to embed computer / IT skills and using a digital camera within your literacy activities.

David Massey delivers the sessions on-site on a weekly basis within the training room. Anyone is welcome to attend or drop-in and you will learn at your own pace. Your level of skills will be assessed and you will be put on the appropriate learning for your needs. You will be able to learn using paper-based materials, computer based training, DfES, BBC Skillswise or through learndirect, whichever suits you!

Day / Time: Mondays 5-7pm **Venue:** Training Room

Any changes to the above will be communicated through the newsletter, on notice boards or during sessions.

For more information or to book a place on the course, please see **IN CONFIDENCE:**
David Massey, Learning Centre Co-ordinator

Availability of L@BB Staff / Contact Information:

The following L@BB learning centre staff will be available for registering / enrolling and support during the given times below.

David Massey (Learning Centre Co-ordinator) – Please see availability sheet

Email: coordinator@dpm.me.uk

Alison Glanfield (Administrator) – Please see availability sheet

Karen Hooper (Administrator) – Please see availability sheet

Pete Russell (ULR / Administrator) – Please see availability sheet

Contact Information:

Address: L@BB Learning Centre, British Bakeries, Burrington Way, Plymouth, PL5 3LX

Telephone: 01752 727261 (Direct) / 01752 775511 (Main Switchboard)



Nimble



HOVIS



unionlearn
with the TUC



***Merry Christmas
and Best Wishes
for 2007***