

**BFAWU LEARNING SERVICES**  
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**WWW.BFAWUOV**  
**ELEARNI.ORG**

# BFAWU Learning Services

Volume 1, Issue 13

July/August 2020

**The NEW and improved website is now live!**

**www.bfawulovelearning.org**



HOME | LEARNING RESOURCES | ABOUT | YOUR DAYS | NEWSLETTERS | REDUNDANCY | MEMBERS | SITE MAP



Latest News click here



Learning Services  
 BFAWU STRENGTH IN UNITY  
 bfawuls@bfawu.org

**CATCH IT** 

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.

**BIN IT** 

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.

**KILL IT** 

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



**LOVE learning**  
 unionlearn



**STAY SAFE** BFAWU Covid 19 Advice

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 Log In

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## Online Learning Gateway

Please click on the box that interests you and you may wish to follow.

You may have an BFAWU Union Learning Rep in your workplace to help you, if not please use this [contact form](#)

Learning Help :

Alison 	Assessments 	Be Safe Online 
BFAWU Union 	Coronavirus 	Credit Union 
Distance Learning 	English 	Environmental Issues 
ESOL 	Facebook Guide 	GFTU Learning Tool 
Health & Wellbeing 	Higher Education 	IT Skills 
Khan Academy 	Languages 	Maths 
National Numeracy 	Redundancy Support 	Rep Development 
TUC Notes 	Unionlearn 	Wranx 

## Finding new ways to help.

These past few months have been difficult for everyone; worry, fear and uncertainty affecting all of us. Not being able to meet loved ones, and have the support to help each other in a meaningful way, can impact negatively on people's mental health, some more than others.

The Bakers Food & Allied Workers Union Learning Services Team have been working extra hard to ensure they are able to provide the help and support people need in regards to accessing the education they want. We understand the positive impact adult education has, as our learners have highlighted after having completed various courses, especially courses like Functional Skills English, Math, Digital Literacy and Mental Health courses.

The Learning Services team have been learning new ways of helping our learners by enrolling on and doing courses ourselves, joining Union Learn and TUC Webinars, keeping in close contact with learning providers and following the latest Government advice.

By staying active, motivated and increasing our own knowledge, we are better able to look after ourselves and when you are able to look after yourself, only then can you truly help others.

We recognize that the most vulnerable, and those with low levels of education, can be the hardest to provide a socially distanced support network for. This could be due to them not having the confidence to access help via an email or an online search. That's why we still need your help in getting the word out there. We have project workers across the country who are contactable directly on their mobile phones

and would be willing to provide the advice and guidance needed to access various courses.

We need good Employers who understand that education helps people both personally and professionally. We need these Employers to work with their onsite union learner reps to continually promote the available courses. This in turn means we will be better able to help, support and promote learning for life; helping people most at need to develop their skills and knowledge.

We have lots of exciting courses available and ready for you. Have a look on our website

<https://www.bfawulovelearning.org> or follow us on Facebook at BFAWU Learning Services.



## Redundancy Support Through Covid

I was contacted by Karen Walker from Greggs asking for help as 15 people were being made redundant at the Birmingham bakery. I had dealt with Karen before and assured her we would help.

We were invited to attend a meeting but our Project Manager didn't want myself and Karen Plasom travelling due to Covid so we decided to do this remotely.

1) I went onto the Money Matters website and ordered 20 Redundancy Handbooks and had them delivered to the site. These books are brilliant for supporting anything to do with redundancy: Knowing your rights; Making the most of your money; and Moving Forward.

2) I put together a list of questions to be answered so we could write the CV's and sent it to Sam Robinson, as she was dealing with this on site.

3) As Sam said she was doing individual Interview Skills with the people, I sent her a PowerPoint presentation that Lucy Martins, HR Greggs Enfield, and I put together for the Enfield redundancies.

So far, between myself and Karen Plasom, we have had 5 people sending back their questions for us to write CVs but the process could go on to October and we may have more.

The first thing I did was text the person to let them know who I am and then email them, so now they have my phone number and email address and I assure them that they can call me any time to discuss things and I can now ask any questions that they haven't addressed.

I also said that if I was sitting with them I would ask them to complete the Skillcheck on their English and Maths so I can add this to their CVs (employers like to see that employees

are at a level they need) and I enrol them on this sending them the web address, username and password and encourage them to do this.

Once I have completed the CV I send and ask them to read it carefully and to come back to me with any changes, if I don't hear back then I send another email wishing them luck with their future.

Out of the three I have completed, one came back to me who had completed his Skillcheck and I added this to his CV. He also came back with a long list of in-house training which I couldn't fit on the CV, and still keep it at 2 pages, so on the CV I put 'in-house training – various (see attached page) and put it all on a separate page. He was really happy with his CV and emailed me back:

'Thank you, appreciate your help and work on cv you've created. I just hope the rest of the VR team follow suit. The cv is of an excellent standard'.



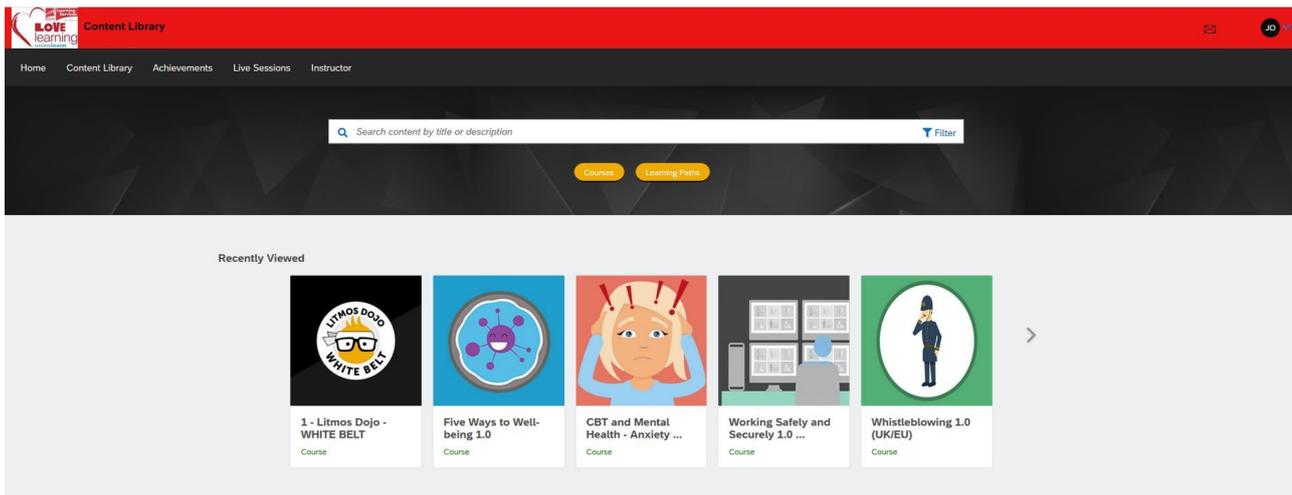
The BFAWU Learning Services have a great NEW online learning tool available!

**SAP Litmos** 

[www.bfawulovelearning.litmoseu.com](http://www.bfawulovelearning.litmoseu.com)

The site offers 100's of FREE bite sized learning courses ranging from Mental Health Awareness, Excel for beginners to COSHH.

To get enrolled today please email [julie.oakley@bfawu.org](mailto:julie.oakley@bfawu.org) and she will be able to give you access to this fantastic site. Places are limited so please get in touch asap.



The website is easy to navigate and some of the courses are only 5 minutes long! This is a fab way to brush up on your skills and learn new things on the way too.



This course covers important information about accessing support in the workplace for a mental illness. It discusses some of the pros and cons of disclosing a mental health condition at work, and the kinds of reasonable adjustments an employer might make. It looks at how a worker can support a co-worker with a mental health issue, and aims to challenge some common misconceptions about this area of health.

Duration: 20 mins

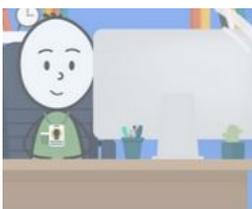
**Managing Mental Health in Your Workplace 2.0**



This course will help you understand your obligations in relation to environmental laws and maintain a sustainable and reputable business. At the conclusion of this course you should have: • Gained an understanding of the legal requirements your company must meet with regard to environmental awareness

Duration: 15 minutes

**Environmental Awareness 1.0 (UK/EU)**



Despite general improvements in workplace health and safety over the past decade, people continue to get hurt whilst at work. This course will provide you with an introduction to assist you with improving health and safety within your care role. Topics include - • Provided an introduction to Health and Safety in the health and social care sector

Duration - 10 minutes

**Introduction to Health and Safety 3.0 (UK/EU)**

## The BFAWU Learning Services team are getting involved during the entire month of September in the Festival of Learning!

Festival of Learning is the biggest celebration of lifelong learning in England.

The BFAWU Learning Services will be joining and will be promoting various learning opportunities we have during September.

Week One = English & Maths  
 Week Two = ICT  
 Week Three = Mental Health  
 Week Four = Online Learning.

Get in touch today with your Project Worker for more information on what we have available to learners.

Remember "Learning is a lifelong journey"



## New distance learning courses available!

To enrol in one of these NEW courses or any of the other wide range of fully funded (FREE) courses we have available please click on the link below;

[https://www.e-assessor.co.uk/cgi/radSVQ.cgi/register\\_MLC\\_IA\\_Julie\\_Coates](https://www.e-assessor.co.uk/cgi/radSVQ.cgi/register_MLC_IA_Julie_Coates)

### CACHE LEVEL 2 UNDERSTANDING CANCER SUPPORT

Aged 19+ at the beginning of the academic year

Lived in the EU for 3 years

Available fully funded

One in two people will be diagnosed with cancer in their lifetime. For many individuals, diagnosis can be a daunting and overwhelming time. Being able to access the right levels of care and services provides valuable support when people need it most. As cancer treatments are improved and more people survive cancer, an awareness of the impact of living with cancer long-term and knowledge of how to support individuals is vital for anyone caring for someone with cancer. This short course is great CPD for those working in health and social care, but is also suitable for those who care for someone living with cancer.

#### Benefits

- Achieve a nationally recognised Level 2 qualification
- Further your personal and professional development
- Learn at a time that suits you without the need to attend college

#### What you will learn

- Cancer awareness
- Introduction to the diagnosis and treatment of cancer
- Introduction to cancer care and support
- Introduction to end of life and bereavement care



### SKILLSFIRST LEVEL 2 LGBTQ+ INCLUSION IN THE WORKPLACE

Aged 19+ at the beginning of the academic year

Lived in the EU for 3 years

Available fully funded

Ensuring inclusivity within the workplace is vital for any industry, and LGBTQ+ inclusion is becoming a priority for organisations of all sizes. Social attitudes and legal rights have changed dramatically in recent years, but it's important that organisations are protected from discrimination whilst in the workplace. This qualification has been developed to encourage and promote positive interaction with those who identify as LGBTQ+ in the workplace.

#### Benefits

- Achieve a nationally recognised Level 2 qualification
- Further your personal and professional development
- Learn at a time that suits you without the need to attend college

#### What you will learn

- Lesbian, gay, bisexual and trans (LGBTQ+) history and culture
- Language, stereotyping and assumptions relating to LGBTQ+ people
- Organisational policies and legislation affecting LGBTQ+ people in the workplace
- Contribute to maintaining a supportive workplace environment for LGBTQ+ people

### NCFE CACHE LEVEL 2 UNDERSTANDING ADVERSE CHILDHOOD EXPERIENCES

Aged 19+ at the beginning of the academic year

Lived in the EU for 3 years

Available fully funded

Children and young people are amongst the most vulnerable in our society when it comes to the impact of adverse circumstances on their lives. Adverse childhood experience can have impacts on the development and mental health of children and young people that may persist into adulthood and affect their life chances. These might be personal circumstances such as the death or divorce of parents or domestic violence, for example, or national and international disasters. Children and young people affected by such events need support to strengthen their resilience and empower them to overcome their fears and the challenges they face.

#### Benefits

- Achieve a nationally recognised Level 2 qualification
- Evidence your competency to employers
- Further your personal and professional development
- Learn at a time that suits you without the need to attend college

#### What you will learn

- Exploring childhood and family structures
- Introduction to adverse childhood experiences
- Developing strategies to improve outcomes for children affected by adverse childhood experiences

# Functional Skills. Learning with SIGMA



# SIGMA

By Karen Plasom (Project Worker)

When we talk to potential partners they would come to meet the team in person and give a presentation, however this was not possible so, on our Skype team meeting, Lisa invited along Neal Colpitts from a company called SIGMA who are based in Coventry and do Functional Skills on-line. Neal talked to us about the company, the levels of learning they support, Entry Level 1 through to Level 2, and went through the process of enrolling on the courses. This came about because of the COVID 19 pandemic and the cessation of site visits and cancelling the English and Maths classes run in the workplace. We needed a provider who could supply and support Functional Skills remotely; although not ideal, it gives people that start on their learning journey.

I'd completed the City and Guilds Level 2 Certificates in Adult Literacy and Numeracy back in April 2006, but since they have been changed to Functional Skills so I thought;

'OK I'm going to do this and update my own qualifications because if I'm going to promote this I need to see how it works'

I emailed Neal to get set up on the course and was assigned a tutor who emailed me an enrolment pack. I printed and filled all the forms in, scanned them and sent them back. I then sent the hard copies to the Sigma office.



08b. G004a Skills Scan English.doc



08a. G004b Skills Scan Maths.doc



06. Handbook.docx



05. Sigma UK Group Learning Styles Questionnaire.docx



04. 19.20 - Register (Oct 2019).docx



03. QRS - 11.3.20.docx



02. 19.20 - ILP (Oct 2019).docx

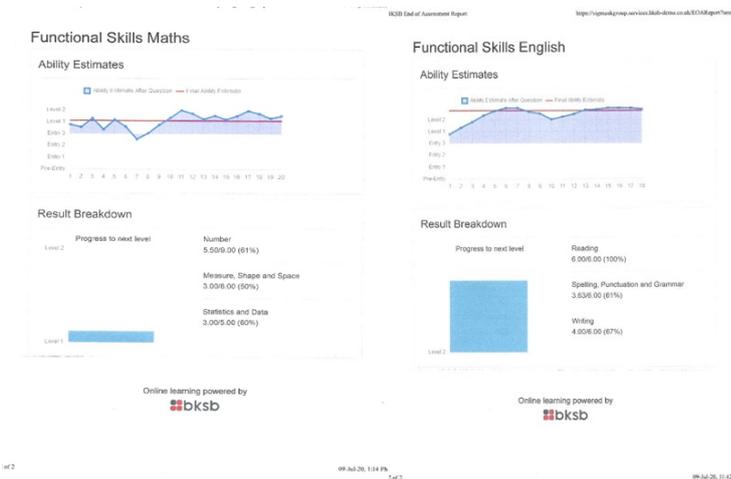


01. C001 Enrolment Form & Learning Agreement 19-20.doc

If you haven't got printing facilities the company will send out a paper enrolment pack to you but this may take a little longer. If you are using a works email address you could ask for permission to print them at work.

The next stage is the assessments. I was given access to BKSB online assessments which are then analysed; the results and appropriate work is then sent out.

These are my results for English and Maths. I was pleased with the English and the Maths is pretty much what I expected, it's not my strongest subject.



*From your English diagnostic there are very little modules that need refreshing however I think that:*

Commas,

Colons/semi colons

Identifying the purpose of text would be useful.

*From your Maths diagnostic I think that the following areas could be useful to refresh upon:*

Probability

Fractions, decimals and percentages

Formulae

Collect and represent data

Area, perimeter and volume.



Colons and Semi-Colons.pdf



4. fractions decimals percentages.pdf



12. probability.pdf

You can see from the work that was sent out it does not overwhelm you so you can work at a steady pace. I realise this is not for everyone but if you want to bring your own qualifications up to date get in touch with us. Confidentiality is assured.

"Learning is a lifelong journey!"

## BFAWU LEARNING SERVICES

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E-mail: [bfawuls@bfawu.org](mailto:bfawuls@bfawu.org)  
Website:  
[www.bfawulovelearning.org](http://www.bfawulovelearning.org)

Facebook: BFAWU Learning Services  
Twitter: @BFAWULS1

[www.bfawulovelearning.org](http://www.bfawulovelearning.org)

# COMPETITION

We will be holding a number of prize give a ways during the coming months.

To be in with a chance of winning all you need to do is any one of the following (or all if you want to be in with a better chance!)

- **Skillscheck** - Complete the online assessments by following the link below;

<https://skillcheck.unionlearn.org.uk>  
(Make sure to select non-unionlearn and BFAWU)

- **Litmos** - Sign up to the online learning platform and complete a course.

[www.bfawulovelearning.litmoseu.com](http://www.bfawulovelearning.litmoseu.com)  
(Remember some are only 5 minutes long)

- **Learning Curve** - Enrol on one of our fully funded (FREE) distance learning courses online.

[https://www.e-assessor.co.uk/cgi/radSVQ.cgi/register\\_MLC\\_IA\\_Julie\\_Coates](https://www.e-assessor.co.uk/cgi/radSVQ.cgi/register_MLC_IA_Julie_Coates)

- **National Numeracy Challenge** - Register and improve your maths skills

[www.nnchallenge.org.uk/bfawu1](http://www.nnchallenge.org.uk/bfawu1)

- **Survey** - Complete our short survey below

<https://www.surveygizmo.eu/s3/90235898/Covid-19-and-how-to-support-learning>

## Upcoming events:

### ULR Event: February 2021 (date to be confirmed)

Contact your Project Worker or email your interest in attending to [julie.oakley@bfawu.org](mailto:julie.oakley@bfawu.org)

**Location: Quorn Grange Hotel**

From the amazing feedback from our last event we are hoping to be able to hold a further event in February 2021.

### Get Online Week: 19-25th October 2020

Contact your Project Worker about events happening in your Local area.

