



achievement
training^{ltd}



Handbook for Learners 2017 – 2018

www.achievementtraining.com

PERSONAL SUPPORT / HEALTH & WELL BEING

Achievement Training offer support to all our learners on a pastoral basis and we do whatever we can to enable you to complete your course.

If you have any difficulties that affect your life inside or outside of your education, if you need any advice, guidance or would like individual one off or continued support, please let us know.

We offer you support with individual difficulties such as low self-esteem, low confidence, physical or mental health, drugs or alcohol misuse, bullying, housing, finance, relationships and sexual health or anything that is affecting your life.

We offer mentoring, advice and guidance, referring or signposting you to appropriate support organisations or by just listening to you.

Anything bothering you is worth talking about!

Contact Paul Ebanks (Learner Support) on: 01752 202263

Mobile 07497413181 or e-mail: paulebanks@achievementtraining.com

SAFEGUARDING and CHILD/VULNERABLE ADULT PROTECTION

Achievement Training is committed to helping you to feel safe if you have any concerns about your own safety or anyone else's please let us know. Abuse is mistreatment by any other person or persons that causes another person or person's significant harm. The abuse can vary from significantly affecting someone's quality of life by treating them with disrespect, to causing actual physical suffering. Abuse can be Physical, emotional, Sexual or Neglect. Domestic violence, bullying; cyber bullying, financial abuse and self-harm are also classed as abuse.

Abuse can happen to anyone!



PREVENT (safeguarding vulnerable people)

Prevent is part of the UK's counter terrorism strategy, preventing people from becoming involved in or supporting terrorism.

Radicalisation:

The process where someone is exploited and manipulated towards crime or terrorism, most often by someone else who have their own negative objectives.

What to do

If you are concerned about someone you know who may be displaying unusual behaviours, they may be having problems at home or other personal issues, this could mean that they could benefit from support.

Behaviours

Without worrying too much about the reason for someone you know acting differently or in a strange way, think about what behaviours would give you a reason to be concerned. It is usually as simple as a gut feeling that a friend might be in need of some support or help.

So please talk to someone for support.

While the risk of someone being radicalised is very rare, it's not one we can totally ignore!

Achievement Training Safeguarding Officers

Paul Ebanks

Linda Friend

Jackie Vincent

Email: safe@achievementtraining.com

Phone: 01752 202263/6 mobile: 07497413181

Externally: PREVENT TEAM Telephone: 01392 452555

prevent@devonandcornwall.pnn.police.uk

Anti-terrorist hotline: 0800 789 321

Crimestoppers: 0800 555 111 Local police 101 Emergency call 999

www.direct.gov.uk/reportingonlineterrorism



EQUALITY & DIVERSITY

The Equality Act 2010 brings together many separate pieces of legislation into one single act. Combined, they make up a new act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. This act simplifies, strengthens and harmonises the current legislation to provide Britain with discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

The protected characteristics are:



- Age
- Disability
- Ethnic background
- Gender
- Gender Reassignment
- Marriage/Civil Partnership
- Pregnancy and Maternity
- Religion or belief
- Sexual orientation

The Equality Act sets out the different ways in which it is unlawful to treat someone, such as direct and indirect discrimination, harassment, victimisation or failing to make a reasonable adjustment for a person with a disability.

DISCRIMINATION: Treating a person or particular group of people or person differently from others.

PREJUDICE: Usually a negative judgment or opinion formed beforehand of a particular type of person or group.

RACISM: Hatred or intolerance of another ethnic group or groups.

STEROTYPING: When people “label” a type of group or individual based on what they think the person or people should be like.

DIVERSITY: Diversity aims to recognise, respect and value people’s differences to contribute positively to our society and promote an inclusive culture for all.

SOME OF THE WORLDS LARGEST RELIGIONS/BELIEFS

AGNOSTIC

Someone who does not know, or believes that it is impossible to know, if a God exists

ATHEISM

The absence of belief in any Gods or spiritual beings.

BUDDHISM

A way of living based on the teachings of Siddhartha Gautama.

CHRISTIANITY

The world's biggest faith, based on the teaching of Jesus Christ.

HINDUISM

A group of faiths rooted in the religious ideas of India.

ISLAM

Revealed in its final form by the Prophet Muhammad.

JUDAISM

Based around the Jewish people's covenant relationship with God.

RASTAFARI

A young religion founded in Jamaica in the 1930s.

SHINTO

Japanese folk tradition and ritual with no founder or single sacred scripture.

SIKHISM

The religion founded by Guru Nanak in India in the 15th Century CE

TAOISM

An ancient tradition of philosophy and belief rooted in Chinese worldview.



THE MORALS AND PRINCIPLES OF LIFE IN BRITAIN

- Democracy
- Individual liberty
- Participation in community life.
- The rule of law
- Tolerance of those with different faiths and beliefs participation in community life

To:

- Improve your self-knowledge, self-esteem and self-confidence
- Distinguish right from wrong and to respect the law of England
- Accept responsibility for your behaviour, show initiative and to understand how you can
- Contribute positively to your local community and society as a whole
- Gain a broad general knowledge of and respect for public institutions and services in Great Britain
- Further tolerance and harmony between different cultural traditions, to gain an appreciation for and respect for their own and other cultures
- Encourage respect for other people, and have a healthy respect for democracy



MENTAL HEALTH

Being mentally healthy doesn't just mean that you don't have a mental health problem. We all have mental health!

Some people call mental health 'emotional health' or 'well-being' and it's just as important as good physical health.

Common mental health difficulties include: **Affects approximately**

Anxiety	4.7 in 100 people
Depression	2.6 in 100 people
Eating disorders	1.6 in 100 people
Mixed anxiety and depression	9.7 in 100 people
OCD	1.3 in 100 people
Panic disorder	1.2 in 100 people
Phobias	2.6 in 100 people
Post-traumatic stress disorder	3.0 in 100 people

Stats: <http://www.mind.org.uk/>

Mental health is everyone's business. We all have times when we feel down or stressed or frightened. Most of the time those feelings pass. But sometimes they develop into a more serious problem and that could happen to any one of us.

Everyone is different. You may bounce back from a setback while someone else may feel weighed down by it for a long time.

Your mental health doesn't always stay the same. It can change as circumstances change and as you move through different stages of your life.

Sometimes of us might feel uncomfortable and don't talk much when we are feeling low. Many people don't even feel comfortable talking about their feelings. But it's healthy to know and say how you're feeling. It is just as important to support those around you who maybe experiencing a period of low mental health.

If you or some you know is having difficulties with their mental health go straight to your GP, a trusted professional or friend for support

www.mentalhealth.org.uk

USEFUL INFORMATION

Financial support

Support with travel costs or a meal allowance or a regular bursary payment if you are eligible.

- 19+ Discretionary Learner Support Fund
- 18 and under Discretionary Support Fund
 - 19+ Learner Support Fund (19+Bursary)
 - 16-19 Traineeships Vulnerable and Discretionary Support Fund

We can offer financial support with travel costs or a meal allowance or a regular bursary payment if you are in care or a care leaver.

For further information contact:

Paul Ebanks Learner Funding Support

Phone: 01752 202263 Mobile: 07497 413181

paulebanks@achievementtraining.com

The hourly rates are for the National Living Wage and National Minimum Wage

Year	25 and over	21 to 24	18 to 20	under 18	Apprentice
April 2017	£7.50	£7.05	£5.60	£4.05	£3.50

Alcohol: Men and women are advised not to regularly drink more than 14 units of alcohol per week

Sexual Health: The C-Card is a condom distribution scheme aimed at 13-24 year olds living and working in Plymouth. Young people are seen and registered by a trained professional (under 16s will be assessed for competency to consent) who may then issue a C-card. The C-Card is recognised. In over 50 places, this includes youth services, pharmacies, GP surgeries, clinics and more.

Voting: You need to be on the electoral register to vote in elections and referendums you will need your National Insurance number or your passport if you're a British citizen living abroad

DEFINITION OF TERMS

Child/Adult Protection: Protecting children, young people or vulnerable adults who are suffering, or are likely to suffer, significant harm.

Disability: A physical or mental impairment which has a substantial and long term adverse effect upon a person's ability to carry out normal day to day activities.

Or

A physical or mental characteristic which means people find an alternative way of carrying out daily activities. I.e. personal support (psychologist, psychiatrist etc.), prescribed medication or a manmade aid. (Wheelchair, hearing aid, guide dog etc.)

Ethnicity: The cultural characteristics that connect a particular group or groups of people to each other.

Gender Reassignment: The process where a person's physical gender characteristics are changed from male to female or female to male by means of medical procedures such as surgery or hormone treatment.

Health and Well Being:

The combination of a person's physical, social, mental and emotional state.

LGBT: A term that collectively refers to people who are "lesbian, gay, bisexual, and transgender"

Manipulation: The process where a vulnerable person is exploited and groomed.

Safeguarding: Pro-active steps taken to try and reduce the possibility of abuse.

Sexuality: A person's preference or orientation to be homosexual, heterosexual or bi-sexual, pan sexual or asexual

Adult Protection: 0808 800 5000

The Gateway: Phone: 01752 668000 Email: gateway@plymouth.gov.uk

Advice and Assessment Service Children's Services: 01752 308600

Plymouth Out of Hours Service: 01752 346984

Email: adviceandassessment@plymouth.gov.uk (Social Services)

Vulnerable Adults: 01752 668000

ChildLine: 0800 1111

NSPCC Child Protection Helpline: 0800 800 500

Police 101 emergency 999 Central Referral Unit: 0845 6051166

USEFUL ORGANISATIONS / LINKS FOR INFORMATION AND ADVICE

Citizens Advice Bureau: 03444 111 444 www.plymouthcab.org.uk

FRANK: 0300 123 6600

Harbour: 01752 434343 / 434567

LGBT Pride in Plymouth: E-mail prideinplymouth.org.uk

Mental Health support Plymouth and District Mind: 01752 512280

E-mail: admin@plymouthmind.com

Plymouth & Devon Racial Equality Council: 01752 224555

plymouthanddevonrec.org.uk

Plymouth Online directory: www.plymouthonlinedirectory.com

Routeways: 01752 300700 / 0800 783 4259 www.routeways.org.uk

Young people's service The Zone: 01752 206626 Enquiries@thezone.co.uk

For further information please contact:

Paul Ebanks - Learner Support: Tel: 01752 202263 Mobile: 07497413181

paulebanks@achievementtraining.com or safe@achievementtraining.com

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